PI KAPPA PHI

EVENT MONITOR & EVENT OFFICER RESOURCE

Event monitors have the important responsibility of helping to monitor chapter social events in order to provide a safe social environment. If utilized, they are charged with monitoring social events and following the Pi Kappa Phi Risk Management Policy, as well as the policies of other chapter(s) that are co-hosting the event. This resource is intended to help a chapter think through how to set up an effective event monitor/officer system.

EXPECTATIONS OF AN EVENT MONITOR/OFFICER PROGRAM
- Monitors are not to consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for every 15 guests is recommended.
- One event student officer for each event is recommended.
- If the event is co-sponsored between a sorority and fraternity, both male and female monitors may be used to ensure the safety of all guests, and all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations. New members should not be serving as monitors.
- Monitors should meet with the risk manager/social chairman before the event begins to discuss the role, scope of responsibility and stations for the event.
- The monitors and event officers should wear specialty clothing to set them apart from the rest of the attendees (e.g., highly visible t-shirts or jackets).
- The chapter archon, risk management chairman and social chairman should limit their use of alcohol (if consuming at all and if of legal drinking age) during social events so they can, along with the monitors, ensure that a safe social environment is maintained.

EVENT MONITOR & EVENT OFFICER STATIONS
- There should be an event monitor at every exit/entrance to the building.
- There should be a minimum of two event monitors at the main entrance of the event (and there should only be one entrance for the event).
- There should be an event monitor stationed at any part of the house/venue that is restricted to members and guests.
- There should be monitors walking around the event.

RESPONSIBILITIES OF THE EVENT OFFICER AND EVENT MONITOR
- Event monitors at the entry of the event are responsible for checking identification cards and guest list upon entry to the event. There should be a system for identifying members and guests who are over the legal drinking age (i.e., 21 years old and older).
- All monitors must fully understand the emergency protocol. If an emergency situation arises, the monitor should be able to call 911 if appropriate and ask for assistance in ending the social function and have guests leave the party.
- Monitors should be prepared to exercise their right to deny access to the event to anyone who they think is already impaired by alcohol or other drugs or wearing offensive costumes, even if the person is on the invitation list.
- Monitors should be prepared to ask members/guests to leave if they become too intoxicated and behave inappropriately. If they are uncooperative, call the police.
- Monitors should respond to any disruptions that take place at the event.

- Monitors should be prepared to notify hired security (if applicable) if they see a situation that requires attention.
- Monitors should prevent guests from leaving with alcohol.
- Monitors should be prepared to find alternate transportation home for impaired guests (cab is preferred).
- Monitors should be prepared to call local or campus police if guests are noncompliant or refuse to leave.

THINGS TO CONSIDER FOR YOUR CHAPTER
- How will the monitors and officers be selected for each social event? otation, volunteer, etc.?
- How many monitors will you have for the event?
- What specialty clothing will monitors wear?
- Which officer is responsible for meeting monitors and reviewing responsibilities prior to the event?
- What are the specific responsibilities of the monitors and officers?

HIRED SECURITY
Depending on type of event, size of event, venue, etc., hiring licensed security is recommended. Off-duty police officers are preferred when and where possible, but if you hire an outside security company, the Security Vendor Checklist will be useful in that process. One security person for each 100 guests is recommended.

Adapted from the NIC BYOB Resource, resources available from Sigma Phi Epsilon Fraternity and Holmes Murphy.