

# HOST CHECKLIST

Here are some simple ways to keep your party fun, safe, and friendly. As host you are responsible for the safety and welfare of your guests. Familiarize yourself with **local policies and laws**.

## Before the Party

- Plan your guest list and site for hosting the event. Set your Facebook event invitation to private to keep your party on your terms.
- Designate sober host(s) to monitor the event and ensure a safe party
- Let your neighbors know that you'll be throwing a party and give them contact information so they'll call a sober host before they call the police.
- Coordinate having sober monitors check IDs\* at the main entrance of the party and throughout the event.
  - Acceptable forms of ID with age information include valid driver license, state-issued ID and U.S. active-duty military ID.
- Plan to serve water, **mocktails** and provide **snacks** for guests, especially for those under 21.
- Coordinate parking so no one gets towed.
- Plan to protect your house from spills, dirt, and other damage.

## Day of the Party

- Have one main entrance and close other access routes such as windows to regulate who you want at the party.
- Close doors to bedrooms and private areas to protect your personal belongings and property.
- Keep the party people and drinks inside the residence.
- Have sober monitors to check ID's, watch your guests for possible signs of **alcohol poisoning** and stop service of alcohol to intoxicated guests and those acting with aggressive behavior.
- **Call 911** if your party starts to get out of control.
- Make sure your guests get home safely! Plan to have DDs available or give **local transportation** a call. Remember, as a party host, **you're liable** for the actions of people who leave your party intoxicated.