



## **EVENT MONITOR/OFFICER RESOURCE**

Event monitors and officers 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 Triangle and campus risk management guidelines, as well as the policies of any other chapter(s) that may be involved in the event. This resource is intended to help a chapter think through how to set up an effective monitor system.

### **EXPECTATIONS OF AN EVENT MONITOR/OFFICER**

- 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 chapter officer for each event is recommended as the primary contact in case of incident.
- 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 that all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations, who will serve as general monitors or service monitors at the service distribution center. New members should not be serving as monitors.
- Monitors should meet with the Risk Manager/Social Chair before the event begins to discuss role/scope of responsibility and stations for the event.
- Specialty clothing should be worn by the monitors and sober officer to set them apart from the rest of the attendees (e.g. highly visible t-shirts or jackets).
- The chapter President, Risk Management Chair, and Social Chair 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/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 MONITOR/OFFICER**

- Event Monitors at the entry of the event are responsible for checking identification cards and the guest list before allowing entry to the event. There should be a reliable system for identifying members and guests who are of legal drinking age (i.e. 21+ years old).
- All monitors must fully understand incident response protocol. If an emergency situation arises, the monitor should be able to call 911 and work to end the social function and have guests leave the event.

- 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/or 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. Uber/Lyft/cab is preferred to individual student drivers.

### **THINGS TO CONSIDER FOR YOUR CHAPTER**

- How will the monitors and officer be selected for each social event? Rotation, volunteer, etc.?
- How many monitors will you have for each event?
- What specialty clothing will monitors and the sober officer wear?
- Which officer is responsible to meet with monitors and review responsibilities prior to the event?
- What are the specific responsibilities for 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.

### **EVENT INSURANCE**

Triangle's chapter liability insurance program covers chapter events when they conform to the Triangle Risk Management Policy. Events larger than as 3:1 guest to member ratio, or which present unique risk factors should be discussed with our insurers during planning stages. J.R. Favor & Company provides this service at no cost and can provide one-time "special event" coverage for large or unique events.

### **CONTRACTS**

For any contract between the chapter and any service provider, our insurer will review contracts at no charge to make sure the chapter is properly protected and that exemptions will not leave you with adverse liability exposure. Whether for an event venue, security or food/bev vendor, it is recommended any contract be reviewed by our insurer before it is signed.

*Adapted from the NIC BYOB Resource and resources from Sigma Phi Epsilon Fraternity.*