TIPS Certified Event Staff at Wellesley College Events
Job Description & Contract

The TIPS Certified Event Staff member is the person responsible for checking identification and occasionally the service of alcohol. She is a member of the event team, which includes the Event Manager, Campus Police, the professional bartender, the TIPS Event Staff and the student volunteers. A server must be at least 21 years old in order to pour and serve alcohol in unlicensed facilities. However, an Event Staff member may be responsible for the checking identification at the age of 18.

Responsibilities include but are not limited to:

1. Arriving at the event at least 20 minutes prior to the start of the event.
2. Checking in with the Event Manager, professional bartender, and Campus Police to review protocol.
3. Checking the legal identification of guests and providing wristbands only to those who are at least 21 years of age and not visibly intoxicated.
4. Monitoring and ensuring that the capacity of the venue is not exceeded.
5. Communicating with the Event Manager to ensure that non-alcoholic beverages and food are available in the drinking area at all times.
6. Seeking medical assistance for guests when needed through Campus Police or the Wellesley College Infirmary.
7. Seeking support from the bartender, Campus Police, and Events Manager when confronted with difficult situations.

If serving alcohol, responsibilities include:

1. Overseeing the alcohol service area.
2. Serving one drink at a time to those guests at least 21 years of age.
3. Removing a tab from guests' wristbands each time a drink is served to them.
4. Ensuring the control of access to alcohol to prevent guests from serving themselves.
5. Serving a maximum of 3 drinks per person.
6. Refusing service to guests who are visibly intoxicated.

TIPS Event Staff may not consume alcohol 8 hours prior to or during the event.

_____
TIPS Event Staff Name – Printed

_____ _____
Birthday Class Trainer's Name Printed

_____ _____
TIPS Event Staff – Signature Date Trainer's Signature Date