Checklist for the Service of Alcohol at Student Events Held in Common Spaces on Campus

Wellesley College Office of Student Involvement

REGISTRATION PROCESS

☐ At least 10 business days prior to event date – reserve your event space.
- Even if your event is taking place within space run by your organization (e.g., a House Council in its own hall or a Society in its own house), you still need to register your event on the campus calendar.

☐ 10 business days prior to event date – Meet with the Associate Director of Student Involvement

☐ 10 business days prior to event date – After meeting with Student Involvement meet with a representative of Campus Police to sign off on event

☐ 5 business days prior to event date – Return the "Authorization Form for the Service of Alcohol at Student Events Held in Common Spaces on Campus" to the Office of Student Involvement

FAILURE TO ABIDE BY THE ABOVE REGISTRATION PROCESS MAY RESULT IN DENIAL OF CURRENT AND/OR FUTURE REQUESTS.

PLANNING STEPS

☐ Confirm your Event Manager and TIPS Event Staff in the following ways:
- These individuals must be trained, have a TIPS ID card, and be on file with Office of Student Activities.
- TIPS Event Staff may not be affiliated with the sponsoring organization.
- Recruit TIPS Event Staff via the "WEL TIPS servers requests" google group.
- The sponsoring organization is responsible for paying the TIPS Event Staff members. Standard rate is $10/hour.

☐ Plan other event logistics including publicity, etc.

☐ Hire a bartender (or bartenders depending on size of event).
- The sponsoring organization is responsible for paying each bartender.
- The Office of Student Involvement has contact information for frequently used bartending companies.
- If hiring a private bartender, ensure a signed contract is secured and returned to the Office of Student Involvement 10 days prior to the event.

☐ Arrange for food and non-alcoholic beverages to be available at this event (as required by the Wellesley College Alcohol Policy).
- Food must be more substantial than chips and pretzels; items with protein (e.g., pizza, peanut butter sandwiches, etc.) are ideal.
- Student Involvement has water coolers available to rent for events; this can be discussed during your meeting with the Associate Director of Student Involvement

☐ Buy alcohol and cups to serve.
- Remember that a serving of alcohol is as follows: 12 oz. of beer, 5 oz. of wine. We recommend purchasing cups in the corresponding sizes.
- The sponsoring student organization is responsible for paying for the alcohol.

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For additional information, please refer to the Procedures Governing the Service of Alcohol at Student Events Held in Common Spaces on Campus on-line at:

http://new.wellesley.edu/sites/default/files/assets/departments/studentlife/files/appendix_a_as_of_august_2_2012.pdf