



# KAPPA ALPHA ORDER

National Administrative Office  
at Mulberry Hill

## BYOB Guidelines

The BYOB guidelines provided throughout this resource document are suggestions for safe and practical implementation. Chapters are still expected to follow the Kappa Alpha Order Risk Management Policy (KAORMP) as well as all institutional policies, whichever are more restrictive. If questions arise, this resource does not replace any local, city, state, university, fraternity national laws, statutes and policies, or common sense. These guidelines are designed to help you implement a BYOB event.

### Entrance

- One well-lit entrance, controlled and monitored by security or sober and responsible monitors.
- Monitors check to see if those seeking entry are members or listed on the guest list.
- IDs are checked by security or sober monitors.
- All members and guest with alcohol are required to show proof of legal drinking age (the guest list should also include the birthdates of all members and guest). A valid photo ID with a birthdate is required.
- Guest names are checked off once they have entered and noted when guest leave the event.
- Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances.

### Guest Lists

- All guest lists should not exceed a three-to-one guest to member ratio.

### Wristbands

- All members and guest who are above the legal drinking age and bring alcohol to the event should receive a non-adjustable wristband.
- The individuals name should be checked off the guest list and the type and amount of alcohol brought should be noted next to their name.
- All members and guest who are not of the legal drinking age or do not bring alcohol do not receive a wristband, but do receive a chapter specific hand stamp after checking in.
- All members and guest without a wristband should not be consuming alcohol.

### Food and non-alcoholic beverages

- The chapter should provide non-alcoholic beverages at least equal to the total number of people in attendance at the event.
- Non-alcoholic beverages should be served from closed containers.

### Chapter Monitors and Security

- Sober Monitors should encourage compliance with the Kappa Alpha Order Risk Management Policy (KAORMP).
- Sober Monitors should be older members of all participating organizations who will serve as general monitors. New Members or Members Awaiting Initiation should not be serving as monitors.
- The Number I and Number VIII or their predetermined designee should limit their use of alcohol (if consuming at all) during social events.
- Monitors have the right to deny access to the event to anyone that they think is already intoxicated.

### Service Distribution Center

- One centralized location should be established for alcoholic beverages and should be monitored by chapter monitors, security, or third-party vendors.
- The Tag-Ticket System is the preferred method by which the chapter should handle alcohol at BYOB events.
- No other location, especially members' rooms, can be used for the distribution of alcoholic beverages.
- Monitors must not serve anyone who is already intoxicated and only one alcoholic beverage may be acquired at a time.

If you have any questions about the Kappa Alpha Order Risk Management Policy or BYOB guidelines, please contact your ADCS.