

## Alcohol Observation Form

Name(s) of Sponsoring Chapter(s)

1.  
2.

3.  
4.

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

**Observation Checklist:**

Time In: \_\_ \_\_: \_\_ \_\_

Time Out: \_\_ \_\_: \_\_ \_\_

Is there an accurate guest list included with party registration Yes \_\_\_ No \_\_\_

If someone was walking down the street, would they be able to tell that a party was going on at \_\_\_\_\_ chapter house? Yes \_\_\_ No \_\_\_

If yes, how: (i.e. loud music, people on porch, etc)

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Are members/guests of legal age (21) wearing wristbands by state issued drivers license? If not using wristbands, what is being used for identification: Yes \_\_\_ No \_\_\_

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Is there a list of designated drivers and their contact numbers posted? Yes \_\_\_ No \_\_\_

Do officers and bartenders have a list? Yes \_\_\_ No \_\_\_

Is there alternative beverage present? What is it? \_\_\_\_\_ Yes \_\_\_ No \_\_\_

Is food present? What is it? \_\_\_\_\_ Yes \_\_\_ No \_\_\_

Is the alcohol in a centralized location and inaccessible by guests? Yes \_\_\_ No \_\_\_  
If not, where is it located:

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Is there a designated individual(s) distributing the alcohol? Yes \_\_\_ No \_\_\_  
If not, how is it being distributed?

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Are all fire exits clearly marked? Yes \_\_\_ No \_\_\_

Other observations or comments:

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