Party Planning Checklist

**Pre-Party**

- Discuss with Roommates
  o Sober Party Host (Who will this be?)
  o Music Volume
  o Size of Party (Will there be a guest list and how will it be monitored?)
  o Talk to neighbors (Use Howdy Neighbor form)
  o Will there be alcohol: BYOB or keg?
  o Party Start and End Time
  o Food & Non-alcoholic Beverages
  o Guest Parking (Check Common Party Violations for City Code)
  o Party Location (Are there any rooms or areas off limits to guests and how will those be secured?)

**During the Party**

- The Sober Party Host should be:
  o Turning away guests not invited or wanted
  o Checking ID’s and marking under 21 guests with an X on both hands
  o The designated speaker should neighbors or the police show up
  o Watching for people who may be consuming too much alcohol
  o Monitoring parking
  o Monitoring the noise level
  o Screening attendees leaving the party to stop those who may be attempting to drive under the influence of alcohol

**After the Party**

- Make sure to:
  o Check your yard and the neighborhood for trash
  o Check roads and sidewalks for broken glass
  o Make sure all trash is bagged, tied and placed in a trash receptacle
  o Check for damage to your property or your neighbor’s property
  o Talk with your neighbors to see if they experienced any problems during your party