



HOW TO HOST A SUCCESSFUL PARTY

FROM A REGISTERED PARTY HOST AND '07 GRAD

**OFFICE OF STUDENT ACTIVITIES
COLBY COLLEGE**

Every weekend, somebody wants to know where the party is. By Tuesday, it's nearly impossible to walk through a dining hall without hearing the tail-end of last weekend's activities and wondering what's happening on Friday. So you've decided that this weekend, what's happening is your party. The only problem? The prospect of hosting a party, registered or not, is a little daunting. Either way, you're responsible for what happens at your party. A few big differences are that if your party is registered, you get the bonus of having a higher maximum capacity for your party space without violating fire codes, and when you register your alcohol source with the College they will work with you to minimize the risks and best prepare you for a successful party. Not a bad deal.

I AM PARTY HOST TRAINED, NOW WHAT?

It is as easy as 1...2....3...

1) By now you should have attended Party Host Training offered by the Office of Student Activities. If you have not, you should visit the Party Host Information webpage through the StuA website at www.colby.edu/stua.

2) Event Forms can be found in the Office of Student Activities and are due to the Student Activities Office by 4:30pm on the WEDNESDAY PRIOR TO THE WEEKEND FUNCTION! Event requests turned in after 4:30pm will NOT be approved.

3) Once your event is approved, both event hosts (2 Party Hosts, Party Host & 21+) must meet with the Director of Student Activities or her designee to review the event.

MEN & WOMEN IN BLUE:

In order to host a successful party, you take on certain responsibilities. The other big key is to respect Security. Some college students spend most of their weekends avoiding the men in blue, but when you're hosting a party, it pays to have them on your side. Plus, they're nice people. Contrary to popular opinion, they don't prowl campus looking for students to bust. They have a responsibility to protect the safety of the students here, and that is their #1 priority. So, when Security comes to start your party, make nice. In the end, a little respect could be the difference between people talking about the great party on Friday night and people talking about the party that got busted.

Security must start the party and close it down at the end of the evening. Most likely, aside from that, they'll show up once more to check on things. If you're doing your job, they'll be in and out in a few minutes. If something happens and things start to escalate beyond your control, you can call Security for help at any time. This will not necessarily result in your party being shut down. It's when you let things get too out of control and Security comes on their own accord that you're more likely to get in trouble. Security is a resource, not the enemy. Calm, clear communication and demonstrated signs of respect for Security will no doubt improve all encounters.

Special points of interest:

- Colby wants you to have a social life.
- Do not mess around with safety.
- PPD is arguably the most under-utilized resource on campus.
- Hosting a registered party isn't as scary as it sounds.

*“Wow, it’s like I died and went to heaven.
But then they realized it wasn’t my time yet, so they sent me to a brewery.”
- Peter Griffin, Family Guy*

When you register for a party, you register for a specific time period. If you run out of alcohol before your party is scheduled to end, that does not end the party. A registered party ends at the approved end time and when Security comes to officially closes it. The good news is that if you do want to end the party early, you can call Security before your party is scheduled to be over and they will come and shut it down.

“If you drink, don’t drive. Don’t even putt.” - Dean Martin

THE BIG ONES:

Here is a brief re-cap of some of the big laws you don’t want to forget:

- DO NOT SERVE ALCOHOL TO PERSONS UNDER THE AGE OF 21.
- Do not provide a location for persons under the age of 21 to consume alcohol.
- You must check ALL IDs. It doesn’t matter if it’s your best friend or someone you’ve never seen. Everyone needs to have a valid, government-issued ID. If they don’t, and you serve them, you could wind up in a whole world of trouble. If you know that someone is over 21 and they don’t have their ID, just tell them to go home, get it, and come back.

A note on fake IDs: It is your responsibility to check all IDs, not to memorize the license designs of all 50 states. If an ID looks genuine to you, and it’s not, the responsibility is transferred from you to that person. However, if any reasonable person would know from the ID’s appearance that it is fake, or if you know the person is under 21 (even if the ID looks genuine), you’re still responsible.

- Only the registered party host can touch the keg. The over-21 person checks IDs, hands empty cups to the party host, and guards the keg when the party host walks away. To make things easier and more manageable for yourself simply register two party hosts.
- You cannot serve alcohol to people who are visibly intoxicated. This is both the law and a safety precaution. You could be charged with negligent service if you serve someone who has had enough.
- It is illegal to sell alcohol without a license. This means that you can not collect any money once the keg has been purchased. No selling cups, no door fee, no tip jar, nothing. Put all money away.
- You must have food and non-alcoholic beverages. It’s hard to go wrong here. Get food people actually like to eat, buy soda and/or juice you would drink anyway, and keep any leftovers.
- When you register a party in the Alford Apartments, your apartment becomes a public space. This means no drinking games, as they are prohibited in public spaces. It also means that the only alcohol in the apartment must be from the registered source. If someone has a drink from something other than the registered source, it’s an open container for them and a violation for you.
- And last but certainly not least: Every party host is responsible for everything that happens as a result of that party, including dorm damage. Do your best to make sure that people are getting home safely at the end of the night. Do not let people drink and drive. NOT COOL.

UTILIZING RESOURCES: PPD

- If you are having a theme party, or even just a really large party, PPD may just become your new best friend. They can help with roping off outdoor areas such as patios, providing extra tables, chairs, and garbage cans, and can even (time permitting) construct a stage for musical events. In the past, PPD has even delivered bales of hay to an apartment hosting a cowboy-themed party. Rather than provide a long list of all the things PPD can help with, it's better to just plan ahead, call, and ask if they can help with whatever you need.

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MY PERSONAL TOP TEN, BY JESS DASH '07:

- 1) Be nice to Security.
- 2) Don't get overwhelmed by demanding party-goers. If someone is being obnoxious, a relatively reliable response is something along the lines of, "The more you hassle me, the longer it's going to take before you get served." You may also ask anyone to leave at any time.
- 3) Have 2 registered party hosts rather than one party host and one over-21 person. This will make the night much easier for the party hosts, I promise.
- 4) Enlist the help of your roommates and/or friends to help make sure everything is going smoothly. They don't have to be official party hosts, they can just give you a hand in making sure the room doesn't get out of control. But remember, in the end, it's your responsibility, so do make sure to check on things yourself.
- 5) Have a theme. Really, who doesn't love theme parties?
- 6) Have a pre-set playlist. That way, nobody has to worry about the music all night long.
- 7) Don't go overboard advertising your party. It's a small campus. Likelihood is, people are going to find out about it through the grapevine. The more advertising you do, the more you're setting yourself up for crowd-control and capacity problems.
- 8) Move as much of your furniture as possible to the perimeter of the room and stash away anything breakable and/or valuable.
- 9) It helps to plan ahead and have some cleaning supplies stored somewhere easily accessible. You never know if you're going to have to clean up a mess during your party, plus, the sooner you clean the beer off your floor the better.
- 10) Again, be nice to Security.

HAVE FUN!

"Always do sober what you said you'd do drunk. That will teach you to keep your mouth shut."

- Ernest Hemingway

