

Planning the Party

Decide as a group what type of party you want - cost, open or closed party, what food and drinks to serve, theme (e.g., Halloween, 80's)



How are you paying for your party? Charging guests at the door can cause legal and social problems.

Notify your neighbors about the party, and give them a phone number where you can be reached during the party (consider a cell phone). Ask neighbors to call you before they contact the police or university. Be familiar with the University's policy regarding neighbor complaints: www.ups.edu/student_life/off-campus/housing/complaint.htm

Where will your guests fit? How much room do you have? Are there any areas that are off-limits? Remember that when a party moves outside, it draws more attention from neighbors and police.

Good food can make your party great! Encourage guests to eat by placing food near the beverages. For 10 people, have a couple bags of chips and 2 large pizzas.



Alcohol can be a fun addition to a party, when paired with nonalcoholic beverages, good food, and fun activities. You should plan on serving an average of 2 beverages per guest, per hour. One keg will serve 50 people per evening. Have available at least one nonalcoholic drink for each alcoholic beverage, and remember the importance of water. Assign a sober server to monitor the beverage supply and individuals' drinking.

Managing the Party

If alcohol is being served, encourage guests to eat food and drink nonalcoholic drinks (e.g., soda, punch, lemonade, water). Monitor your guests to make sure they're not too drunk and/or headed for trouble.

Offer a **sober driver** to guests throughout the party.



Having a **guest list** will reduce the likelihood of party crashers. Also, remember that if the only people drinking are of legal age, you can call the police, and they will take care of the crashers for you.

If a guest is out of hand...

DO

Be considerate and firm
Be assertive
Offer nonalcoholic drinks
Make sure others are around to offer support

DON'T

Act angry or back down
Hesitate to call police
Embarrass the guest
Touch the person without good reason

Ending the Party

When does the party end? What have you and your housemates decided beforehand? Who makes the call during the party?

Are you ready to wind down? Here are some suggestions:

- Assign a door monitor to ensure new guests are turned away
- Turn on the lights
- Change the music
- Stop serving alcohol, and serve more coffee, soda, water, and juices



Encourage guests to leave in small groups. Large groups of more than 4 or 5 people can be noisy and tend to attract more attention as they move through the neighborhoods. You can save yourself and your guests some hassle by asking them to travel in groups of 3 or 4 people.



Clean up what you can as soon as the party is over. It's probably late, but try to make sure that your yard is free of trash; this will make your neighbors much happier in the morning. Have recycling containers set up near trash cans.

Continue offering sober drivers to guests. Be assertive - and take away keys - if a drunk guest wants to drive home. Remember your liability if a driver causes an accident after drinking at your party.

Exercise your prerogative to set guidelines about the use of illegal substances. How will you handle guests who bring drugs? Be aware of your liability even if your guests have used illicit drugs before the party.

Legal Concerns in Washington and Tacoma

Hosting Parties: As a host, you can be held liable -- and can therefore be sued -- for any injuries incurred during or after the party. Underaged drinking and provision of alcohol to minors are illegal and can lead to a criminal citation. When keys are purchased, the address of the party is registered, and law enforcement has access to this information.

Drinking and Driving: There is zero tolerance for underage driving under the influence. You can lose your drivers licence for a minimum of one year. A legal drinker's BAC may be less than 0.08%, but an officer may still find him/her to be impaired and can issue a DUI anyway.

MIP: Even legal drinkers can receive a citation for drinking in public. Those under 21 can receive a Minor In Possession citation just for being around alcohol.

Noise: You can be cited for "the creation of frequent, repetitive or continuous sounds...which unreasonably interfere with the peace, comfort, and repose of owners or possessors of real property, such as sounds from audio equipment, musical instruments, band sessions, or social gatherings"

(Tacoma Municipal Code, 8.12.060.D).

Alcohol Safety



Be a good spotter, and keep an eye on your friends.

Watch for the **signs of intoxication**:

- rambling
- swaying, stumbling, or bumping into things
- talking or laughing loudly, especially when things aren't funny
- spilling drinks
- exaggerated behaviors (i.e. good moods are better, bad moods are worse)
- difficulty focusing and maintaining eye contact
- acting aggressively or belligerently

Signs of Alcohol Poisoning

- Passed out and cannot be woken
 - Slow or irregular breathing
 - Cold, clammy, pale, or bluish skin
- Vomiting excessively or while passed out
 - Irregular pulse - weak, rapid, or slow

Call 911 or x3311 if any signs are

present. Your first concern should be your guest's safety; emergency room staff are unlikely to call the police, because their primary concern is to save a life.

Offices and Resources

Community Development (policy questions) Debbie Chee	WSC 219 879.3374
Community Relations Marilyn Bailey www.ups.edu/news/neighbors/home.htm	1314 N. Alder 879.3903
Counseling, Health, and Wellness Services Charee Boulter www.ups.edu/student_life/chws/home.htm	WSC 216 879.1555
Dean of Students Office (general information) www.ups.edu/student_life/home.htm	WSC 208 879.3360
Greek Life Kathleen Holmes www.ups.edu/student_life/StudDev/greek.htm	Stud. Dev. Office 879.3317
Off Campus Student Services Monica Nixon www.ups.edu/student_life/off-campushousing/	WSC 203 879.3374
Security Services www.ups.edu/security/home.htm	3206 N. 15th 879.3311
Student Development Office (on-campus party permits) www.ups.edu/student_life/StudDev/sdhome.htm	WSC 208 879.3317



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Party

Planning

Tips for Planning a
Successful Party

A Resource for Students
Living On and Off Campus

• Planning tips

• Managing the party

• What to serve

• Neighbor Relations

• Ending the party

• Handling party crashers

• Legal liability