A CHECKLIST OF STEPS TO TAKE TO REDUCE THE RISK OF LIABILITY AT EVENTS AT WHICH ALCOHOLIC BEVERAGES ARE SERVED

1. Before the event:
   a. ensure that posters, signs, ads, and other promotions of the event do not suggest alcohol abuse;
   b. ensure that ads promoting the event do not associate alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery;
   c. ensure that all proper permits and licenses have been obtained and are in effect;
   d. determine and set the hours during which alcoholic beverages will be served;
   e. ensure those who will be serving alcoholic beverages do not serve:
      1) intoxicated persons;
      2) persons under 21 years of age; and
      3) anyone after the stated hours of service.

2. At the event:
   a. serve food in addition to alcoholic beverages;
   b. serve non-alcoholic beverages;
   c. strictly enforce the hours that alcoholic beverages will be served;
   d. when students are present, ensure that an adult supervisor is also present throughout the entire event;
   e. prohibit drinking contests;
   f. do not serve intoxicated persons;
   g. do not serve persons under 21 years of age;
   h. if the event is off campus, arrange for responsible transportation to and from the event; and
   i. follow all university rules relating to alcohol possession and consumption as well as all state laws.