

# SAFE PARTY CHECKLIST



To assist you in planning your next party we have provided these suggestions for you to consider when hosting a party. By following the advice below, you can minimize the risks and help make your party a successful, enjoyable and safe time for everyone.

## Planning Tips – Before the Party

- The number of guests should be manageable. For youth parties consider asking other parents/responsible adults to assist with supervision.
- Consider a RSVP process for inviting guests. For youth parties enforce the RSVP process. Greeters allowing entry into the party need to be aware of the guest list or invitations (possibly numbered) need to be presented to gain entry. Ensure guests know in advance entry requirements.
- Encourage invited guests not to disseminate information about the party to other people.
- Personally hand out invitations limit/discourage guests from bringing extra friends so you're able to adequately plan and prepare for the party as well as know who your guests are.
- Provide a clearly defined starting and ending times for the party. This needs to be prominently shown on invitations.
- Do not use e-mail distribution lists/notice boards or internet chat rooms to announce parties. Be aware that a general public announcement about your party could have considerable negative impact to yourself and your guests.
- Talk to your neighbors and provide them a means to contact you should a problem occur. If you're having a youth party, ask neighbors to advise you of groups of youth congregating nearby.
- If you're having your party at a public hall, park or sporting facility ask about activity limitations, alcohol consumption etc... Visit the location in advance to become familiar with the condition of the facility, the layout and entranceways.
- Notify the Police Dept. 7 days in advance for large parties. Find about any parking or noise limitations or restrictions. If possible use the Safe Party Notification form.

# SAFE PARTY CHECKLIST

## The Venue

- Think about the party size and venue. Is your home too small? Would a hall/function center be a more appropriate and controlled environment.
- If the party occurs at night consider lighting in and around your home.
- What about first aid? What are your plans if someone becomes sick or drunk?
- Are there sufficient bathroom facilities?
- Is there sufficient parking? How will your party affect the neighborhood?
- Where will people secure their valuables upon arrival and during the party. Allocate a secure room to accomplish this. Close off rooms you do not want guests to use.

## Transport to and From the Party

- Consider how guests will get to the party and then depart.
- At youth parties encourage parents to pick up their children. This will diminish the potential for uncontrolled gatherings after the party.
- Have a plan to get guests safely home who are unable to drive or their vehicle becomes inoperable. Taxi, Carpool, Courtesy Bus.
- Designate a driver and ensure alternate transportation for people who have had too much to drink.

## During the Party

- If party crashers arrive, act quickly by refusing them entry and asking them to leave the area immediately. If they won't leave, tell them the police will be called. Calling 911 is appropriate for this instance. Remember you have the right to refuse entry to your property. It is an offense for people to trespass if you have refused them entry or have asked them to leave your property.
- 911 can summon police, fire and medical response.

# SAFE PARTY CHECKLIST

## During the Party – Continued

- Don't spend the entire time of the party in one area (i.e. in the kitchen) Consider having the food pre-prepared or hiring a professional catering service. This will make the event more enjoyable for you and your guests by allowing you to mingle. Additionally you will be aware of what transpires where guests are gathering and their condition.
- If serving alcohol ensure food is available at the party and that non-alcoholic drinks are available.
- Locate bands, amplifying systems in such a way as to limit noise impacts upon your neighbors. Excessive noise is the most likely reason police are called to parties.
- Plan a wind-down process leading to the end of the party and turning down the music.
- Make sure family pets are secured during the party and that excessive barking is avoided during the event.

## Supervision and Security

- Does the party require supervision? If so who? How many? Would hiring private security personnel be warranted?
- Parental supervision is not "spying" on young people at the party. It just means that there are adults on hand to deal with potential trouble. Having adults present can also act as a deterrent for potential troublemakers. Make sure that the supervision is visible, as this will deter "party crashers".

## Drug and Alcohol Issues

- Be aware that it is a crime to provide alcohol to minors (under 21 years of age). Police can take action against minors found to be in possession and /or consumed alcohol.
- Ensure those less than 21 years of age do not have access to alcohol at your party. Confiscate alcoholic beverages/drugs brought to the party by those under 21, contact their parents and have them collected from the party.

# SAFE PARTY CHECKLIST

## Drugs and Alcohol Issues – Continued

- Discourage guests from bringing their own alcohol to the party as this will give you greater control over distribution and the amount consumed.
- Should you decide to allow guests to bring their own alcohol, providing containers that disguise the volume of alcohol consumed should be avoided.
- Supervise responsible serving of alcoholic drinks to your guests 21 and over. Consider nominating someone to remain sober to monitor consumption or intoxication.
- Make sure food and non-alcoholic beverages are provided should alcohol be served.
- Increase monitoring and safety steps should alcoholic beverages be served near potential hazards such as a swimming pool, hot tub or high deck.
- Remember you may be held civilly and possibly criminally liable for a guest who has consumed too much alcohol at your party and has left in an intoxicated state.

## Crowd Management Techniques

- Limit the number of entrance and exit ways from the party. Consider how they will be monitored. This will provide control of who enters the party.
- Don't allow people to wonder and congregate in front of your house. This may draw unwanted attention to the party and possibly provide a means for "party crashers" to gain entrance. By having your guests in a building or defined area such as a backyard will maintain control and reduce the potential for conflict between guests and non-guests.
- For large events where the guest list was non restrictive allowing for many unknown guests, consider visible security.
- For events involving guests of significant notoriety that may draw protesters, the media, or spectators, contact your police department as soon as possible. A 30 day notice would be appreciated and possibly necessary if special arrangements need to be made.



# SAFE PARTY NOTIFICATION FORM

## Party Organizer

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone#: (H) \_\_\_\_\_ Other Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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## Party Information

Day and Date of Party: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Address of Party: \_\_\_\_\_

The Party Will be Held:            Inside             Outside             Both

Contact Name at Party: \_\_\_\_\_

Contact Phone # During Party: \_\_\_\_\_

Type of Party (i.e.: wedding, graduation, wake/reception):  
\_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_ Expected Number of Vehicles \_\_\_\_\_

Is the use of a live band or DJ planned?: \_\_\_\_\_

Signature; \_\_\_\_\_ Date: \_\_\_\_\_

If you would like to share additional information please use back of this form.

