



Risk Manager Checklist and Evaluation

08/02

Please complete and return this form along with the risk manager shirt, flashlight, hand stamp, and unused wristbands to the Patterson Court Office (located in the basement of Belk residence hall) by 12:00 PM (noon), the next working day.

Sponsoring Organization(s): 1. _____ 2. _____

Day/Date of Event: _____ Location of Event: _____

Time of Event Beginning: _____ am/pm Ending: _____ am/pm

Event Open To: _____ Quantity of Alcohol Available: _____

Risk Manager: _____ Organization: _____

- Were wristbands, checklist, and party registration form picked up by noon the day of the event, or by noon Friday for a weekend event? yes no
- Was the amount of alcohol provided consistent with the event registration? (Please check prior to event beginning) yes no
- Did you actively monitor party operations? yes no
- Did you consume alcohol while on duty or five hours prior to being on duty? yes no
- Were unused wristbands, risk management materials, and the checklist returned to the Patterson Court Office by noon the next working day? yes no
- If event is BYO, did you verify that all bartenders were 21 or older? yes no not applicable
- Did you arrive at the party at least 10 minutes prior to its start time? yes no
Time Arrived: _____

Primary IDer: _____ Organization: _____

- Were entrance monitors present at the entrance to the designated bar area for the duration of the party? yes no
Please list name(s): _____

- Was PCC membership verified on ID at each entrance point to house? yes no
- Was a hand stamp used once PCC sticker was verified? yes no
- Was age verified and were wristbands placed on wrist of legal-aged individuals? yes no
- Did any IDers consume alcohol while on duty? yes no
- Was the house clean prior to the party? yes no not applicable
- Were appropriate BYO limits enforced upon entry? yes no not applicable

Primary Bartender: _____ Organization: _____

- Were any additional bartenders present during the party? yes no
(If yes, list names and have additional bartenders initial form)
Please list name(s): _____

- Did bartenders consume alcohol while on duty? yes no
- Was bar area clearly identified and separated from the main party area? yes no
- Were all containers served 12 oz. or less, and not glass? yes no
- Was the bar area clean prior to the party? yes no
- Did the bartenders monitor for wristbands and distribute alcohol accordingly? yes no
- Did any individuals leave the service area with more than one container? yes no
- Were house provisions and/or individual BYO quantity limits enforced? yes no not applicable

Alternative Beverages and Food

1. Were non-alcoholic drinks and food provided **throughout** the party? yes no
Quantity/Type: _____

2. Where was the non-alcoholic drinks and food located? _____

Police Coverage

1. Was there police present during the party? not applicable
 yes no
Name: _____
Signature: _____ yes no
2. Did the public safety officer arrive at least 10 minutes prior to the start of the event? yes no
3. Was the police officer responsive to your needs? yes no
If no, please explain. (Attach additional sheet if needed)

Incidents

1. Did you and/or the police intervene/respond to any incidents (eg., passing cups, etc.)? yes no
If yes, please explain. (Attach additional sheet if needed)
2. Were there any problems, difficult situations, or miscommunications between you and the organization? yes no
If yes, please explain. (Attach additional sheet if needed)

Please leave a voice mail for the Patterson Court Advisor (x2188) within 24 hours of any incident involving injuries, damage or citations. In the event of an emergency, please call the PC Advisor cell phone at 704/609-7123.

Additional Comments: (Attach additional sheet(s) if needed)

I understand that it is my duty to report any events which may jeopardize the integrity of Davidson College, any member of the Davidson College community, or which may be inconsistent with Davidson College policies. I have completed this report honestly and to the best of my ability.

Report submitted by: _____