



Responsible Party Host Tips

Party Planning



- **Have designated drivers.** Plan to have sober drivers at your party who can escort folks home. Volunteer to be a sober driver at someone else's party.
 - **Plan ahead to get keys.** Prepare a basket or bowl where all of your guests can leave their keys. You are the only person who can retrieve the keys. This way, you can examine all of your guests before they leave.
 - **Have a cab fare fund.** Having available cash to pay cab fare for your guests if they need it reduces the stress on you. If you can't afford to pay for it yourself, ask your guests to pitch in a few bucks on your invitation.
- **Have a phone number for a cab company handy.** Print the name of a local cab company on your invitation and ask your guests to program it into their mobile phones.
 - **Purchase non-alcoholic beverages.** Always have soft drinks, juices and other non-alcoholic beverages available for those guests who are driving or choose not to drink.
 - **Plan to be sober.** Be a responsible host. Limiting your own alcohol intake will allow you to better determine if a guest is sober enough to drive at the end of the night.

Serving Drinks

- **Don't serve alcohol to minors.** The legal drinking age is 21 and, as a host, it is your responsibility to make sure minors aren't drinking.
- **Don't force drinks on your guests.** Also, don't rush to refill their glasses when empty. Be a smart host; push the food, not the alcohol on your guests.
- **Food is the key.** Always serve food with alcohol. It is proven that food can help counter the effects of alcohol.
- **Stop serving alcohol one hour before the party ends.** Serve only coffee, tea and non-alcoholic beverages as the party comes to a close. As the host or hostess, it is your responsibility to help your guests get home safely, so limit the amount of alcohol served toward the end of the party as guests prepare to leave or go home.



Develop a House Policy



Hosts, co-hosts and friends will **take good care** of our guests and **protect them from the effects of misusing alcohol**, not only because it is **our legal obligation** under the social

1. Host liability laws, but because it is also **morally imperative**.
2. A good host will **not encourage excessive drinking**.
3. I (we) will be mindful of serving individual guests high-alcohol volume drinks (such as a Long Island Ice Tea); no more than 2 should be served to a guest.
4. Post the signs of visible intoxication.
5. **Minor guests/spouses/dates will not** be served alcohol.
6. **Guests will respect our home and other guests or they will be asked to leave**.
7. I (we) will not **“push”** alcoholic drinks.
8. I (we) will offer food and non-alcoholic beverages (“spacer” drinks between alcoholic drinks).
9. **No alcohol** will be served the last hour of the party.
10. I (we) will make **every effort** to keep intoxicated guests from driving, including: offering non-alcoholic beverages and snacks **to encourage them to stay longer**, providing **alternative transportation**, and **arranging overnight accommodations**.
11. If an intoxicated guest insists on driving, **we will immediately notify the police**.

Intervention Techniques



1. **Know and watch** for the 50 likely **signs of visible intoxication**, **combinations** of the signs, and **changes in behavior**.
2. Count the **number of drinks, not glasses**, each guest has.
3. Wait until a guest **finishes** a drink **before** offering another.
4. Serve **one drink** per person at a time.
5. Do **not push** drinks.
6. Encourage guests to **eat food** and non-alcoholic drinks.
7. **Offer water, coffee, or other non-alcoholic spacers** between drinks.
8. **Announce party ending time well in advance**.
9. When appropriate, **take a co-host or friend** with you when you have to cut off a guest.
10. Make it clear **you are in control** without being overbearing and/or scaring off guests.
11. Use **peer pressure** if possible by asking support from the guest’s friends.
12. When you attempt to pull the drink, use **distraction** to divert the guest’s attention: tell the guest they have a **phone call**, or ask the guest if that’s their money or jewelry **under the chair**, and so on.
13. When you pull the drink, have something to **replace it** with: a glass of pop, a cup of coffee, a plate of food, even just a glass of water is better than nothing.
14. If at all possible, **slow down** the intoxicated guest who intends to drive by offering them food and non-alcoholic drinks to allow time to sober up.
15. Offer **alternative transportation** to keep intoxicated guests from driving.
16. If an **intoxicated guest** insists on **driving** threaten to **call the police** and identify the driver and the vehicle.
17. **Follow through on your threat if the intoxicated guest drives away**. – This is especially important for the host. Social host liability laws could hold you responsible for any damages or injuries caused by the impaired driver.

Know the Signs of Intoxication



Here are some common signs of visible intoxication. If a person shows just one or two of these signs, that does not necessarily mean the person is intoxicated. But if a person shows a combination of several signs, or has a sudden change in behavior, that could be a strong indication that the person is intoxicated. Remember that intoxication can result from the use of drugs other than alcohol. ***If you're not sure, don't serve.***

Appearance

1. Bloodshot, glassy eyes
2. Flushed face
3. Droopy eyelids
4. Dazed look
5. Body tremors
6. Blank stare
7. Disheveled clothing

Speech

8. Thick, slurred speech
9. Loud, noisy speech
10. Speaking loudly, then quietly
11. Rambling train of thought
12. Slow response to questions or comments
13. Bravado, boasting
14. Making irrational statements

Attitude

15. Annoying other guests and employees
16. Argumentative
17. Aggressive or belligerent
18. Obnoxious or mean
19. Inappropriate sexual advances
20. Overly friendly to other guests or employees
21. Boisterous

Behavior

22. Swaying, staggering, or stumbling
23. Unable to sit straight
24. Careless with money
25. Difficulty making change
26. Restless
27. Depressed or sullen
28. Crying or moody
29. Extreme or sudden change in behavior
30. Overly animated or entertaining
31. Crude, inappropriate speech or gestures
32. Drowsiness
33. Lack of focus and eye contact
34. Difficulty standing up
35. Unusual walk
36. Falling off of chair
37. Falling asleep
38. Can't find mouth with glass
39. Falling down
40. Difficulty lighting cigarettes
41. Lighting more than one cigarette
42. Clumsy
43. Difficulty remembering
44. Spilling drinks
45. Disoriented
46. Agitated, anxious
47. Grinding teeth

Other

48. Odor of alcohol, marijuana or chemicals
49. Excessive perspiration
50. Repeated trips