

CENTER FOR ALCOHOL AND OTHER DRUG EDUCATION (CADE)
FREQUENTLY ASKED QUESTIONS
ABOUT EVENT REGISTRATION
2009-2010

1. Where can I find Event Registration Forms?
 - a. The PDF forms can be downloaded from the CADE website at gwired.gwu.edu/cade

2. When do I have to submit the appropriate paperwork to the Center for Alcohol and other Drug Education?
 - a. All paperwork must be completed with appropriate signatures and submitted to CADE no later than 5 business days prior to the event. Forms may be dropped off at Thurston Hall Suite 113 or may also be faxed to 202-994-2020.

3. What time is alcohol allowed to be served at events?
 - a. Alcoholic beverages may be served and consumed at University-sponsored activities only during the following hours: Sunday through Thursday: 11:00 a.m.-11:30 p.m.; Friday and Saturday: 11:00 a.m.-1:30 a.m. You must stop serving alcohol at 11:30pm on weekdays and 1:30am on weekends regardless of how late the party goes.

4. Can alcohol be free for attendees? Can the alcohol for the event be donated?
 - a. Alcohol may never be free to invitees unless using an authorized BYOB system and alcohol may never be donated for the event.

5. What is an “authorized BYOB system?”
 - a. *The “bring-your-own-beverage” system* approved by the University is defined as: Each person of legal age to consume may bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer, wine coolers or malt beverages. Upon entering event, the alcohol is put in one centralized location to be monitored by the sponsors of the event who are at least 21 years of age. The person who brought the alcohol is given one ticket for each standard drink brought. Anyone who wishes to acquire a beverage that he/she brought to the event must show their wristband and ticket or punch card and return the empty can if this is not the first request. Only one alcoholic drink may be acquired at one time. No cases, twelve packs, or other alcohol containers larger than 12 ounce beers or wine coolers are permitted. No squeeze bottles, water bottles, pitchers, tumblers or other containers allowed.
 - b. All Greeks having a house party MUST utilize the BYOB system.
 - c.

6. What is the 3rd Party Vendor Form?
 - a. The 3rd Party Vendor Form is a document that must be completed and signed and initialed by the manager of any off-campus venue where an event will take place.

7. When is the last date that my organization can register an event?
 - a. The last date that events can be registered for is the last day of classes for the semester. You may not have an event with alcohol during reading days or final exams! Check with the CADE office before scheduling events for the end of the semester to ensure that you are not violating any of the university's policies for event registration.
8. How many Responsible Alcohol Managers do I need at my event?
 - a. The ratio required is 1 RAM trained individual for every 20 guests in attendance. These RAM trained individuals must have a current certification with our office; check our website for your group's list of those certified. Certification now lasts 2 years as long as you were certified during 2008-2009 academic year.
9. What are RAM trained individuals required to do at the event?
 - a. The Responsible Alcohol Managers at the event must wear red wristbands provided by CADE to signify who their role at the event. You can pick these up from our office once your event is registered. The RAM trained individual signed a contract to commit to the following at an event:
 - i. Must ensure that all which is listed on the event registration paperwork actually takes place
 - ii. Must ensure that there is food and non-alcoholic beverages at the event
 - iii. Must contact security as appropriate
10. Do I have to have security?
 - a. YES. If you are hosting an event at your house, you must use a DC certified agency. If it is an event on campus, UPD must be the security agency used. If your event is at a 3rd party vendor, they must provide the security.
11. What is the role of the security officer?
 - a. Security officers must be located at each entrance/exit to the event and are there to check IDs at the door. Those who are over 21 are given wristbands (provided free of charge from CADE) and those who are under 21 are marked in some way as well. CADE must receive confirmation that security has been arranged at the time paperwork is submitted. This might mean you need to call to remind them to send us an email or fax us a confirmation.
12. How will I know when my event is registered?
 - a. The person submitting the paperwork will receive an email confirming the event. If you receive an email informing of incomplete paperwork, respond immediately. You can also check our website which lists those events taking place on campus with alcohol.