

Party Planner Tool

Overview

BEFORE YOU START

This tool is most effective if it's used as part of your organization's FailSafe plan. You may find it helpful to complete the following tools before starting this one:

- **Leader Awareness and Planning Tool**
- **Group Feedback Tool**
- **Living Policies Tool**
- **Risk Mentor Tool**
- **Stepping In Tool**

It is also helpful to watch the **Module 5 video, Problem-Free Parties**, before starting this tool.

WHO IS THIS TOOL FOR?

This tool should be used by you and any member of your student organization who is planning a formal or informal event or party.

WHAT DOES THE TOOL HELP YOU DO?

This tool is a guide for planning a party or event, using strategies that have kept parties problem-free at campuses across the country.

WHY DO YOU NEED THIS TOOL?

Parties or events with alcohol can be the cause of a range of negative consequences, many of which can be avoided with a few simple practices. This tool shows you how to put these practices in place.

HOW DOES THE TOOL WORK?

This tool has three parts:

- **Problem Free Party Guide:** Outlines the five most common reasons that parties end in problems and the five things you can do to avoid problems.
- **Party Planning Resource Guide and Pre-Party Checklist:** Easy-to-use checklists for hosting successful parties that don't result in negative consequences.
- **Post-Party Debrief:** After a party or event, helps the hosts to identify what went well, what didn't, and how to improve things next time.

WHAT DO YOU NEED BEFORE YOU GET STARTED?

Download and save a copy of the Party Planning Resource Guide and Pre-Party Checklist so you can share it with members who are planning a party or event. You may want to spend 15 minutes at an upcoming leader team or membership meeting describing the resource guide and checklist so that everyone understands how to use it.