

Tips for hosting office parties:

In addition to the tips for social hosts, please consider the following suggestions:

- Hold the event on a weeknight so that staff understand they are expected to be at work the following day, making it less likely that they will overindulge.
- Designate party coordinators to help keep guests safe and provide a fun atmosphere.
- Ensure that all staff understand that they are welcome but are expected to act responsibly.
- Hire professional bartenders to serve drinks and check IDs.
- Only have the bar open for a designated period of time.
- Ensure that employees are familiar with company policy and state alcohol laws.
- Encourage all guests to use alternative transportation (i.e., taxi or designated driver) if they consume alcohol.

The Pennsylvania Liquor Control Board's Bureau of Alcohol Education offers a variety of alcohol education materials free of charge.

For more information, please contact us:

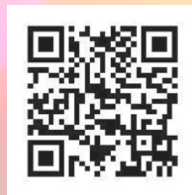
Pennsylvania Liquor Control Board Office of Regulatory Affairs Bureau of Alcohol Education

Northwest Office Building
Harrisburg, PA 17124-0001

www.lcb.state.pa.us

Or call our toll-free line:
1 (800) 453-PLCB (7522)

Hearing Impaired:
TDD/TTY (717) 772-3725



Responsible Hosting



**When You Care Enough
About Your Guests to Plan
for Both Fun & Safety**

How to be the host with the most:

If you are planning a party or a social gathering, you have the choice whether or not to serve alcohol. If you choose to serve alcohol, you'll want to keep guests from drinking excessively and causing problems for themselves and others. Gathering with others allow people to connect, make new friends and create lasting memories.

When people begin drinking together, usually they feel more at ease with themselves and one another. With each alcoholic drink consumed, judgment and self-control diminish.

A little alcohol can become too much alcohol very quickly. In addition to property damage and physical injury, people's behavior while intoxicated can easily damage feelings and relationships.

As the party is ending, check in with all of your guests. Thank them for coming, and ask if they would like a ride home or invite them to stay the night if necessary. Nobody should be put in a vulnerable position due to their alcohol use.

Tips for hosting a social party:

Here are a few tips that can help you and your guests have a fun and safe celebration:

- Do not make alcohol the focus of the party. Plan one or more activities that do not revolve around alcohol. Do not play drinking games.
- Be sure to serve plenty of food. Foods rich in starches and proteins stay in the stomach longer and help to slow the absorption of alcohol.
- Stop serving alcohol at least two hours before the end of the party.
- Respect the privacy of guests who choose not to drink alcohol. Do not ask intrusive questions or call attention to them.
- Do not store large amounts of alcohol in one location or leave containers unattended. Make sure empty cans, bottles, and disposable cups are placed in trash or recycling bins and use caution when gathering and disposing of broken glass.
- Alcohol-free parties are recommended when the guest-list includes minors, believers of religions which do not condone drinking alcohol, recovering alcoholics, or pregnant women. If you do serve alcohol, make sure that all guests have enough to eat and drink throughout the party.
- Invite couples and family members. People are less likely to overconsume alcohol if family or loved ones are present.
- Be a friend and stop serving alcohol to visitors before they have had too much to drink. If someone is already drunk, take steps to ensure their safety. You will earn the respect of many people, and build a reputation as a good host.

**Show your guests that you care—
don't let them drive home impaired!**