



Interfraternity Council

MASSACHUSETTS INSTITUTE *of* TECHNOLOGY

RMC Checklist

Revised Fall 2014

Preliminary:

1. Name of Fraternity visited:
2. Date and Time of visitation:
3. Name and position of officer who escorted you:

Outside Risk Management

1. Is there a line formed outside the door of more than 5 people?
2. Is music from the inside audible on the outside of the house?
3. Are there any visibly intoxicated people loitering around the house?
4. How many door people (who manage entrance/exit) are there?
5. Are there red cups and/or alcohol outside the house?
6. Are the fraternity brothers outside the house (if any) sober?

General Impression of the outside of the house:

Inside Risk Management

Desk:

1. Is there a desk worker who consults a guest list before letting people into the party?
2. Is the desk worker sober?
3. Does the desk worker ask people to sign in with their name and Under/Over 21 status?
4. Does the desk (or door) worker know how many people are in the house right now?
5. If so, is that number lower than or equal to the number allowed by the registration?
6. Does the desk worker ask for college ID (to prove college student status)?
7. If the guest claims to be 21, does the desk worker ask for government ID (to prove age)?
8. Does the desk worker verify the sign in information with the ID he has seen?
9. Does the desk worker give wristbands to over 21 people?
10. Does the desk worker mark (with an 'X') the hands of under 21 people?
11. How many other brothers are around the desk area, and are they all sober?
12. Are there any drinks or cups around the desk area?
13. Is the staircase and entryway clear and well-lit (to prevent falls)?
14. Is there a coat check and/or a comparable service that takes things from the guests for safe keeping (Not required)?



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Bar:

1. Is there a bartender?
2. How many bartenders are there?
3. Is the bartender 21?
4. Is the bartender sober?
5. Does the bartender check for a wristband before serving to a guest?
6. Can you smell alcohol in the general vicinity of the bar (indicating spilled drinks)?
7. Is the bartender only serving beer?
8. If (7) is “no,” what are they serving in addition to beer?
9. Is the bartender pouring drinks into cups?
10. Are there any glass bottles?
11. Are there empty cans/cups around the bar area?
12. Are there any unattended drinks around the bar area?
13. Is there a crowd formed around the bar area such that movement is difficult?

Dance floor/Stair/Party excluding bar

1. Are there non-consuming monitors that are looking out for risks at the party? How many?
2. Is there a stair worker to control who has access to the upper floors?
3. Is the dance floor overly crowded such that movement is difficult?
4. Are there unattended drinks anywhere?
5. Are there empty cups anywhere?
6. Is there anyone that you can see who concerns you (for being too drunk, etc)?

Overall impression of the inside of the party:

Final Assessment (pick one option):

- First visit, Successful
- First visit, with Reservation (GRA not required)
- First visit, with Reservation (GRA required)
- Second visit, Successful
- Second visit, Failed



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I have inspected this event, and informed the president or risk manager of any outstanding risk management issues. If there were such issues, I will return later in the evening to ensure compliance.

RMC Signature: _____

I recognize and understand the recommendations of the RMC, and I will ensure that my chapter adopts them for the remainder of the party. I understand that the RMC will return to verify that this is the case.

Chapter President or Risk Manager: _____