



## Faculty of Engineering

# Guidelines for a Trouble-free Event

The Faculty of Engineering wants students to have fun, safe and trouble-free events.

The guidelines below are intended to help event organisers to meet their duty-of-care obligations as easily as possible.

1. Have plenty of food available, and have the food available from the very beginning of the event. Do not serve any alcohol before the food is ready.
2. Have a definite start and finish time for your event. Advertise these start and finish times.
3. Limit the event to no more than 2 hours.
4. Have both soft drinks and beer available (no spirits) - use light beer where possible.
5. Allow only one alcoholic drink per person per hour.
6. Anyone who needs to work in a lab (or attend a lab class) after the event must have NO alcohol  
**- UOW has a ZERO TOLERANCE for alcohol in labs or workshops.**
7. Have a responsible (RSA qualified, where possible) person to serve the alcohol.
8. Monitor the drinks per person (such as by using the Function Kit stamp to stamp their arm/hand each time they get a drink).
9. Do not continue the event elsewhere after the event finishes.
10. Make sure that everyone knows that you will not serve alcohol to anyone underage – use the sign provided in the Function Kit.
11. Contact Security to advise them of the details of the event and to arrange their support if you need to call them (in the event that someone does not behave responsibly).
12. Contact the Sub Dean, Prof. Ian Porter, to discuss any further issues.