

# Holiday Checklist

# Party

# Safety



## **BENEFITS**

During the holidays, many companies hold parties and often sell or provide alcohol at them. Although most individuals will drink responsibly, all it takes is one employee to get drunk and, say, harass a co-worker or guest, fall and get injured or drive drunk and the company can face liability. That's why it's important to take certain steps in advance to ensure your holiday parties are safe.

## **HOW TO USE THE TOOL**

This checklist details steps to take before and during a party to avoid alcohol-related incidents. Use the checklist while planning your company's holiday party to ensure that it's safe for *all* attendees, including employees, guests and facility staff (if the event is held outside the workplace).