

# Organising a party? Here are four simple rules to make it more successful

## 1 Make Non-Alcoholic Drinks Available

Remember to have plenty of non-alcoholic drinks for people who want to take it easy or do not want alcohol at all.



## 2 It's Wrong to Insist

It is unreasonable, sometimes unfair, to insist that people drink more than they wish. Forcing alcohol on others is wrong.



## 3 Don't be Heavy Handed

When serving alcohol, don't be heavy handed. It may seem generous, but your colleagues may wish to regulate their drinking and those doubles and trebles can therefore be dangerous.



## 4 Serve Plenty of Food

Show your organising ability with plenty of food. Not just snacks — substantial items. Not only does this counter some of the effects of alcohol but it is a much better way to make your office party (or your party at home) more memorable



**REMEMBER THE RULES AND EVERYONE WILL HAVE A GREAT TIME**



ALCOHOLIC LIQUOR ADVISORY COUNCIL

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