



Registered Student Organization Social Event Planning Form

This form is required for all organization related events where alcohol is present, or if any part of the event takes place after 9:00 P.M. It must be submitted to the Student Experience Center no later than 5 business days before the event or 10 business days for a dance or step show, or event with alcohol. For co-sponsored events the form must be signed by all participating organizations but only one form is required. **Accompanying guest list must be submitted at least 2 days prior to the event .**

Event Hosting Organization(s): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Main Contact Person for Event: \_\_\_\_\_ Phone #: \_\_\_\_\_

Transportation Company for Event: \_\_\_\_\_ Phone #: \_\_\_\_\_

Our organization has:

- Registered this event with our National Organization
 Filled out an on- or off-campus event form

Type of Event: (check one)

- Date Event (Limited to Members and Dates Only)
 Invitation Only Social Event (Limited to organization members only and a guest list with a maximum of 3 guests per member or the building fire code, whichever is smaller)
 Other - Please describe:

Student Signature Phone # Email

Advisor Signature Phone # Email

Co-Sponsoring Representative Signature (optional) Phone # Email

Co-Sponsoring Organization Advisor Signature (optional) Phone # Email

## Social Event Checklist

### General:

- The organization will make an appointment with the Student Experience Center to discuss the event at least 2 days prior to the event. At this time the guest list will due if applicable.
- There will only be one available entrance and exit for the duration of the event.
- Trashcans will be placed at the entrance and exit.
- Those who are on the guest list will have their valid government issued photo identification verified.

### Alcohol Policies:

- Those who are legal drinking age will receive a wristband if applicable for the event.
  - Wristbands may be picked up at the Student Experience Center at the time of guest list drop-off.
- No open containers are permitted entering or exiting the event.
- No alcohol will be served from common sources (kegs, punch, etc.)
- Glass bottles will be strictly prohibited.
- There shall be no open solicitation, encouragement of alcohol consumption, or promotion of a drinking contest.
- Promotional materials including advertising of the event shall not refer to the amount of alcoholic beverages, e.g., the number of beer kegs, available.
- Alcoholic beverages shall not be provided as free awards to individual students or campus organizations.
- The group sponsoring the event shall implement precautionary measures to ensure that persons under the legal drinking age do not have access to alcoholic beverages.
- When the organization provides alcoholic beverages, direct access shall be limited to person(s) designated as the server(s).
- Non-alcoholic beverages should be available at the same place and featured as prominently as the alcoholic beverages, including on advertisements.
- Food items shall be made available throughout the event.
- Constituted law officers or the faculty/staff advisor (alumnus/alumna advisor if a fraternity or sorority), shall be present at all times during an event if it is exclusively for members and invited guests.
- A minimum of two (2) constituted law enforcement officers shall be present at all times during an event when the invited guests exceed one hundred (100).

### Miscellaneous :

- The theme of the event will be in good taste and will not violate the values and standards of the host organization.
- Monitors /Marshals have been arranged at a rate of 1 monitor per 30 people expected to be in attendance at the event.
- All security/monitors will wear clothing identifying them as such.
- A clean up committee must be identified prior to the activity. Clean up of the outside property, fences, and neighborhood must be completed immediately following the event. All materials must be removed within two (2) class days of the function.

Signature: \_\_\_\_\_

\*As an official representative of my chapter, I acknowledge that the chapter will adhere to the Social Event Checklist, the organizations policies, university policies, and all federal, state, and local laws.

## Third Party Vendor Checklist

The Organization President:

Your organizations will be in compliance with the risk management policies of your national organization and FIPG if your hire a "third party vendor" to serve alcohol at your events WHEN you can document the following checklist items.

The Vendor Must:

\_\_\_1) Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the event is to be held.

\_\_\_2) Be properly insured with \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider.

\_\_\_3) Agree in writing to cash sales only, collected by the vendor, during the event.

\_\_\_4) Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- a) Checking identification cards upon entry;
- b) Not serving minors
- c) Not serving individuals who appear to be intoxicated
- d) Maintaining absolute control of ALL alcoholic containers present
- e) Collecting all remaining alcohol at the end of a event (no excess alcohol-opened or unopened- is to be given, sold or furnished to the organization)
- f) Removing all alcohol from the premises

**Attach a written agreement signed and dated by the organization president and the vendor stipulating agreement to the items required in #3 and #4 above.**

This form must also be signed and dated by both the organization president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with FIPG and national organization requirements.

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Organization President Signature

Date

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Vendor Signature / Company Name

Date