

SOCIAL EVENT PLANNING WORKSHEET

This document is a tool to assist chapters in the event-planning process. It is not for approval or submission purposes, nor does the Fraternity Service Center approve any events hosted by our chapters and Emerging Chapters. It is expected that all chapters and Emerging Chapters will comply with [Minerva's Shield](#), university/college and IFC policies as well as any IFC registration process on respective campuses.

Events Held At Third-Party Venues

Events at third-party venues cannot include drink specials, free alcohol, or a minimum amount of alcohol to be purchased as part of the contract or agreement.

Date of Event Start Time

Location End Time
Events should not exceed 5 hours in length.

Number of Members Attending Number of Guests Attending

Name of Brother Contact Point for Event

Please check all that apply. If any are not checked, please revise your event plans and proceed:

This function is not an open party

The chapter has not purchased and has no plans to purchase alcohol for any individual or the event in general

No one under the age of 21 is going to consume alcohol

No common source containers will be present (kegs, punch bowls, multi-can beer packages, etc.)

The chapter is not providing alcohol in any way, shape, or form

The chapter is not collecting money for alcohol purchase

Drinking games will not be present

High risk drinking will not be present

No alcohol will be served that is greater than 15% ABV

The event does not include any water based activities (pool, lake, river, ocean, slip and slide)

Will potential new members be present?

The event is not in the first seven days of the academic term

The event is not in the first five calendar days preceding final exams, during final exams, and during the one calendar day after exams

Complete the University/IFC Event Registration Process.

Yes No

Is another organization co-sponsoring the event?

Yes No

If yes, have you confirmed that the event meets their national policies?

If yes, do all organizations appear on the contract?

Has the chapter hired security?

For events, security can differ greatly from chapter to chapter. Hiring professional security is strongly recommended. You should have a security review before the event. Even with hired security, you need to have designated monitors. Chapter members may not serve as security.

Determine sober monitors for the event:

Are there experienced members serving as monitors?

Are they aware of the sober monitor responsibilities?

If the chapter uses rotation system, have these members served as monitors before?

It is highly recommended that sober monitors include at least one Executive Board Member and one member who is 21 or older.

There is at least one sober monitor per 20 guests?

Review responsibilities with sober monitors:

Ensure no member or guest is served alcohol if overly intoxicated.

Make yourself easily identifiable as a sober monitor.

Be aware of and understand the crisis management plan.

Be prepared to implement the crisis management plan.

Be able to answer questions about the event.

Do not serve as security for the event.

Meet with the chapter to review Fraternity and University event policies.

Does the chapter have a copy of the contract with the venue?

Does the chapter have a copy of the venue's license

The venue should have a \$1,000,000 insurance policy.

How will the members and guests get to and from the event?

Rideshare / Taxi / Bus / University Safe Ride suggested.

What is the theme of the event?

Themes may not intimidate or ridicule groups based on gender, sexuality, ethnicity, nationality, race, or cultural practices.

Establish a guest list and submit to social chair/health and safety officer prior to event with enough time to review.

Guest list is comprised of first/last name, age, contact information, and space to document check in/out times

Sober monitors must check names at the main entrance and document check in/out times

Guest list can include up to 3 guests per member

Confirm maximum capacity with event venue.

Establish a main entrance/make sure other entrances are restricted.

Determine how the chapter will be identifying guests over and under 21

Go over door duties with security

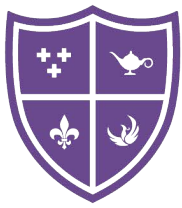
Place sober monitors at all doorways to direct to designated entrance/exit

Be aware of local fire codes and stay alert to potential overcrowding

Provide food and non-alcoholic beverages.

Place water and snacks in locations that are easy to find.

Avoid salty snacks.



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Events Held At Chapter Facilities

Date of Event **Start Time**

Location **End Time**
Events should not exceed 5 hours in length.

Number of Members Attending **Number of Guests Attending**

Name of Brother Contact Point for Event

Please check all that apply. If any are not checked, please revise your event plans and proceed:

- This function is not an open party
- The chapter has not purchased and has no plans to purchase alcohol for any individual or the event in general
- No one under the age of 21 is going to consume alcohol
- No common source containers will be present (kegs, punch bowls, multi-can beer packages, etc.)
- The chapter is not providing alcohol in any way, shape, or form
- The chapter is not collecting money for alcohol purchase
- Drinking games will not be present
- High risk drinking will not be present
- No alcohol will be served that is greater than 15% ABV
- The event does not include any water based activities (pool, lake, river, ocean, slip and slide)
- Will potential new members be present?
- The event is not in the first seven days of the academic term
- The event is not in the first five calendar days preceding final exams, during final exams, and during the one calendar day after exams

Complete the University/IFC Event Registration Process.

Yes No

Is another organization co-sponsoring the event?

Yes No

If yes, have you confirmed that the event meets their national policies?

If yes, do all organizations appear on the contract?

Has the chapter hired security?

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How is alcohol being managed for this event?

BYOB Third-Party Vendor

Limited to a 6-pack of 12 oz. beer or wine.

BYOB: Have the steps for alcohol distribution been followed?

Determine location for bar.

Determine which sober monitor will be working the bar.

Determine how attendees will receive their drinks (ticket system, punch card, etc.).

Alcohol service should end one hour before the event ends.

Do not allow guests to bring glass bottles to any event.

THIRD-PARTY VENDOR: The chapter has a copy of the contract.

THIRD-PARTY VENDOR: The chapter has a copy of the vendor's license.

The vendor should have a \$1,000,000 insurance policy.

Meet with the chapter to review Fraternity and University event policies.

Determine sober monitors for the event:

Are there experienced members serving as monitors?

Are they aware of the sober monitor responsibilities?

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It is highly recommended that sober monitors include at least one Executive Board Member and one member who is 21 or older.

There is at least one sober monitor per 20 guests

Review responsibilities with sober monitors:

Ensure no member or guest is served alcohol if overly intoxicated.

Make yourself easily identifiable as a sober monitor.

Be aware of and understand the crisis communication protocol.

Be prepared to implement the crisis communication protocol.

How will the members and guests get to and from the event?

Designated Driver programs are prohibited.

What is the theme of the event?

Themes may not intimidate or ridicule groups based on gender, sexuality, ethnicity, nationality, race or cultural practices.

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