

Fraternity and Sorority Social Event Checklist - Off Campus Social Event with Alcohol

- Completed the online Social Event Registration Form online by 5pm at least **7 days prior to event** [Social Event Registration Form](#)
- Submitted pre- guest list and event flyer, if applicable. Flyers should not advertise alcohol. [OFSA Template](#)
- Certificate of Insurance for event? Timeline per inter/nationals is: _____
- Risk Manager met with OFSA at least 3 days prior to the event to communicate details and received event approval
 - National requirements are met to have event approved
 - Set up date and time to pick up materials for the event including but not limited to wrist bands, card swipe, party box etc. # of wristbands needed _____
 - What does the event setup look like? – DJ, tables, chairs, water
 - How are members trained/prepared to work the event? - Specific program, date of training and list of attendees
 - Party theme with details, if applicable
 - Who is working the event and what shifts will they be working? -Names must be submitted before event is approved
 - Risk Team is composed of no fewer than 3 active members to include at least 1 exec board member and 1 active member over 21 and should not consist of any new members,
 - Size of Risk Team is sufficient for estimated guests (e.g. 1 RT member per 25 guests)
 - Conduct any training necessary for risk team to ensure they are prepared to manage event.
 - Will they be using Designated Driver Program or a similar transportation system? Is this approved through your national? How are you ensuring that the drivers abstain from consuming alcohol?
 - How does the RT intervene in the event of guests that are overly intoxicated? Unidentified? Fighting?
- Submitted a post guest list to OFSA the following business day by 5pm of actual attendees including signatures, time in, and time out
- Submitted a check to Pam Varraso for payment of security services & invoice to OFSA
- Returned materials from the event including unused wrist bands
- Followed up with OFSA after event to communicate any instances that may have occurred

Chapter and Satellite Houses

___ Met with Campus Police to discuss event detail. If no, when is meeting? Event will not be approved until Campus Police has been confirmed

___ Risk Manager picked up materials for the event including but not limited to wrist bands, party box etc.

___ Have they notified neighbors in writing at least 48 hours in advance? Encourage Face to Face interaction? Provide contact information of person responsible for event?

___ What food will be provided by the chapter and what other drinks will be provided? Water?

___ Event Attendance? Format of guest list? Do they understand guest policy and procedures?

___ What stations will they be working? Crowd control, lines, bathrooms, exits, counters, bar, floaters, common area of the house?

___ Knowledgeable about the Policies & Procedures? [Policies & Procedures](#)

___ Where is the Service Distribution Center? Where will the alcohol be located? Who is working that? How are you keeping it cold?

___ Any unused alcohol is collected the following day; not taken home that night

___ Collect punch cards as guests exit the event

Third-Party Vendor (e.g. Semi-Formal, Theme party)

___ Certificate of insurance for sponsoring organization(s)

___ National requirements are met to have event approved

___ Met with a Manager or Vendor event host to review chapter protocol and event set-up

___ Utilized [Third Party Vendor Checklist](#) to establish an agreement.

___ Will the third party vendor have drink specials for the event?

___ Third-Party Vendors should not advertise the Fraternity or Sorority event at their venue

___ What food does the vendor sell? Will the chapter provide food? What other drinks will be provided? Water?