

Fraternity and Sorority Social Event Checklist - Off Campus Social Event without Alcohol

- Completed the online Social Event Registration Form online by 5pm at least **7 days prior to event** [Social Event Registration Form](#)
- Met with Rock Hill PD or other security to discuss event detail, How many officers? What time will they arrive? In what capacity do they serve? Use the [Security Vendor Checklist](#).
- National requirements are met to have event approved
- Certificate of Insurance for event? Timeline per inter/nationals is: _____
- Submitted pre- guest list and event flyer (if applicable) [OFSA Template](#)
- Is there a contract with the venue? If so who signed? (Students should not be signing contracts! Follow your national guidelines. Example: Name is signing on behalf of chapter name of national organization)
- Risk Manager met with OFSA at least 3 days prior to the event to communicate details and received event approval
 - 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? – Lines, DJ, tables, chairs, water, party theme
 - Who's name is on the event contract? Does both parties have certificate of insurance for the event?
 - How are members trained/prepared to work the event? - Specific program, date of training and list of attendees
 - 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)
 - How does the RT intervene in the event of guests that are overly intoxicated? Unidentified? Fighting?
- Understands that the organization is responsible for the conduct of their guests
- Submitted a post guest list to OFSA the following business day by 5pm of actual attendees including Cards, identification type, etc.
- Returned materials for the event including unused wrist bands, card swipe, party box etc.
- Followed up with OFSA after event to communicate any incidents that may have occurred