

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

- Completed a Space Request at least 10 days prior to the event and received space use confirmation [Space Request](#)
- Completed the online Social Event Registration Form online by 5pm at least **7 days prior to event** [Social Event Registration Form](#)
- Met with Campus Police to discuss event detail, *minimum of 3 officers*
- Contacted Aramark to provide cash bar services at the event (Richardson Ballroom and McBryde only. Any event in the SAC requires obtaining a license to serve 30 days in advance.)
- Certificate of Insurance for event? Timeline per inter/nationals is: _____
- Submitted pre- guest list using the [OFSA Template](#)
- 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, party theme
 - How are your 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)
 - Will they be using Designated Driver Program or a similar transportation system? 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 Campus Police & invoice to OFSA
- Returned materials from the event including unused wrist bands, card swipe, party box etc.
- Followed up with OFSA after event to communicate any instances that may have occurred