

Fraternity and Sorority Social Event Checklist - On Campus Social Event without Alcohol that Require Security

- 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- How many officers? *Minimum of 3 officers*
- Certificate of Insurance for event? Timeline per inter/nationals is: _____
- Submitted pre- guest list, special guest list and event flyer, if applicable [OFSA Template](#)
- Risk Manager met with OFSA at least 3 days prior to the event to communicate details
 - What does the event setup look like? – DJ, tables, chairs, water
 - Do they understand guest policy and procedures? Lines, stamps, wristbands, etc.?
 - Facility capacity is and cannot be exceeded past _____ people
 - Who is working the event? -Names must be submitted before event is approved
 - What stations will they be working? Crowd control, male/female lines, pat downs, bathrooms, exits, cash banks, counters, floaters
 - 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 are members trained/prepared to work the event?- Specific program, date of training and list of attendees
 - How does the RT intervene in the event of guests that are overly intoxicated? Unidentified? Fighting?
- 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 _____
- Submitted a post guest list to OFSA the following business day by 5pm of actual attendees including signatures, time in, and time out
- Returned materials from the event including party box, card swipe, unused wrist bands by 5pm the following business day
- Submitted a check to Pam Varraso for payment of Campus Police & Invoice to OFSA
- Followed up with OFSA after event to communicate any instances that may have occurred