

Social Event Planning Guide

All fraternities & sororities at SIUC are required to complete FSL Form: Social Event Planning Guide for their on & off-campus social functions, with alcohol present, with FSL. This is to help ensure that organization events are being planned according to the best practices of both University and I/NHQ risk management policies. A copy of the completed online form will be given to the sponsor and shared with necessary University departments.

There are two types of social events allowed for fraternities and sororities at SIUC:

1. Bring Your Own Beverage (BYOB) and
2. 3rd Party Vendor (3PV).

Events Plans should be submitted as outlined below:

- ***For events WITHOUT alcohol, no event plan submission is required.*** As part of an organization conduct sanction package, organizations may be required to complete a FSL Form: Social Event Planning Guide for their alcohol-free events during a given period.
- ***For events WITH alcohol and held OFF CAMPUS AND NOT in a designated chapter facility,*** event plan should be submitted at least **ten (10) business days** prior to the date of the event. **This includes 3rd Party Vendors.**
- ***For events WITH alcohol and held OFF CAMPUS and in a designated chapter facility,*** event plan should be submitted at least **five (5) business days** prior to the date of the event.
- Any event plans submitted less than the appropriate number days in advance will be reviewed on a case-by-case basis.

For events with alcohol:

- Events occurring on the weekday (Monday-Thursday), final guest lists are due to FSL (greeks@siu.edu) **4 business days** prior to the event.
- Events occurring on the weekend (Friday-Sunday), final guest lists are due to FSL (greeks@siu.edu) by **noon on the Thursday** prior to the event.

NOTE: All social planning guides submitted will be marked as deferred until guest list is received at Greeks@siu.edu

I. General Information

1. Fraternity/Sorority Name: _____

2. Contact Information of Person Completing this Form

First Name: _____ Last Name: _____

Email Address: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

3. Event Date: _____

4. Deadline to Register Events NOT in chapter houses (10 days)

I understand that events WITH alcohol and held OFF CAMPUS AND NOT in a designated chapter facility (including 3rd Party Vendors) require at least ten (10) business days prior to the date of the event and if my event is less than 10 days away, I must meet with FSL staff immediately to discuss and understand that this may or may not be approved

_____ I Agree

5. Deadline to Register Events in chapter houses (5 days)

I understand that events WITH alcohol and held OFF CAMPUS and in a designated chapter facility require at least five (5) business days prior to the date of the event and if my event is less than 5 days away, I must meet with FSL staff immediately to discuss and understand that this may or may not be approved.

_____ I Agree

6. **Venue Type:** Is this venue is not a normally operated business or is it an official chapter house? Check One.

_____ Business (10 days notice): This is a normally operated business (3rd Party / Bar / Winery)

_____ Official Chapter House (5 days notice) as listed on our national organization's liability insurance.

_____ UNofficial Chapter House (10 days notice) & is NOT listed on our national organization's liability insurance policy.

_____ Residence of one or more members (10 days notice) of our organization's members.

7. # Days Until Event: _____

8. HQ Forms Needed?: _____

If yes, please submit forms along with this document.

9. Pre-Parties

I understand that any event that may occur prior to our registered event that is organized must also be registered and abide by our national organization's risk management policy.

_____ I Agree

10. Bar Crawls

I understand that any event that moves from one location to another (such as bar crawls) must be registered and approved by our national organization. This includes senior events that our chapter organizes.

_____ I Agree

12. Is this social event being held with another organization (co-sponsored)?

_____ Yes _____ No

13. If Yes, who is the other organization? _____

14. Don't Break the Law!

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during an organization event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

_____ I have read and understand this policy

15. No Bulk Containers

The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited.

_____ I have read and understand this policy

16. Organization CANNOT Purchase Alcohol

No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.

_____ I have read and understand this policy

17. No Open Parties

OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited.

_____ I have read and understand this policy

18. Do NOT Serve Minors

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

_____ I have read and understand this policy

19. NO ILLEGAL DRUGS!

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on organization premises or during an organization event or at any event that an observer would associate with the organization is strictly prohibited.

_____ I have read and understand this policy

20. NO CO-SPONSORSHIP WITH DISTRIBUTORS.

No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above For purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

_____ I have read and understand this policy

21. YOUR ORGANIZATION CANNOT PURCHASE ALCOHOL

No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host organizations.

_____ I have read and understand this policy

22. NO DRINKING GAMES

No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

_____ I have read and understand this policy

23. DRY RECRUITMENT

All recruitment or rush activities associated with any organization will be non-alcoholic. No recruitment or rush activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

_____ I have read and understand this policy

24. DRY NEW MEMBER ACTIVITIES

No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the organization. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities and initiation.

_____ I have read and understand this policy

II. Event Planning Basics

25. Event Beginning Time: _____

26. Event Ending Time: _____

27. Event Location: _____

28. Event Street Address: _____

29. Event City: _____ 30. Event State: _____

Event themes should NOT be disrespectful or degrading to any person or population.

31. Event Name: _____

32. Event Theme: _____

33. Stereotypes:

Event Theme does NOT rely on the stereotypes based on race, ethnicity, national origin, age, or disability and/or stereotypes based on sex, sexual orientation, gender identity, religion, political beliefs, or socioeconomic status.

_____ I Agree

34. Dress or Costumes

Event Theme does NOT encourage offensive dress or costumes

_____ I Agree

35. Sexist

Event Theme is NOT centered on making fun of a particular group of people, culture, or organization.

_____ I Agree

37. Disrespectful

Event Theme does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

_____ I Agree

III. Guest Lists

1.) Are there any University or governing council policies that limit the number of guests per roster member for organization events with alcohol present?

- **Yes.** Guest lists are required for all events with alcohol, but strongly encouraged for alcohol free events.
 - All guest lists should follow the sample template available on the FSL website.
 - All attendees of the event [anyone on the roster on file with FSL, alumni, guests, etc] must be on the guest list. Each individual on the guest list should have their date of birth.
 - For events with alcohol:
 - Events occurring on the weekday (Monday-Thursday), final guest lists are due to FSL greeks@siu.edu **4 business days** prior to the event.
 - Events occurring on the weekend (Friday-Sunday), final guest lists are due to FSL greeks@siu.edu by **noon on the Thursday** prior to the event.
 - Additionally, FIPG policy sets a maximum of three guests per current member on the organizations roster [as on file with FSL] or no more than fire code for the venue, whichever is smaller.

2.) How many individuals will you have on your guest list for this event?

Formulate that below

38. # of Organization Members: _____

Enter the total number of attendees on organization's roster on file with FSL

39. # of Potential Guests (non members): _____

Multiply the number you entered for "Number of Organization Members" by 3 and enter that number

40. Total # of Potential Attendees (Members & Guests maximum #): _____

Add the numbers from "Number of Organization Members" and "Guests". This is the MAXIMUM number you can have on your guest list.

41. Actual # of Attendees: _____

Please indicate the ACTUAL number of attendees you plan to have on your Guest List? This # should be equal or less than the above #.

42. Guest List Submission within 24 hours of event

I understand that our guest list must be submitted electronically to FSL **by noon on the Thursday** before any Friday or Weekend event. Any weekday event, guest list should be submitted at least 4 BUISNESS days in advance.

_____ I Agree

IV. Alcohol

43. Event Organizer's Name: _____

44. Event Organizer's Cell Phone Number: _____

45. Number of Attendees (members & guests): _____

How many people will be attending your event? This includes YOUR members AND their guests. This should be the same as the "Actual # of Attendees" question

46. Number of Sober Monitors needed: _____

Divide the total number of attendees (above number) with 15; this equals the number of sober monitors you are recommended to have for your event. For example 90 attendees will need 6 sober monitors.

47. Number of Sober Monitors: _____

How many sober monitors will you have? FIPG requires a sober monitor ratio of 1 sober monitor for every 15 attendees on the guest list.

48. Sober Monitors

Our chapter agrees to provide a complete list of sober monitors within 24 hours of the event to FSL and none of the sober monitors can be new members/associate/candidate members unless otherwise pre-approved by FSL.

_____ I Agree

49. Sober Monitor Responsibilities

What are the responsibilities of the Sober Monitors during your event? Check all that apply.

_____ Check attendees IDs at the door to verify their legal age.

_____ Manage the guest list at the door.

_____ Mark the attendees who are of legal drinking age.

_____ Monitor attendees compliance with FIPG policies

_____ Other

50. If other please

explain: _____

51. Sober Monitor identification

How will you identify Sober Monitors during your event? (i.e. highly visible matching shirts)

52. Transportation

Will your chapter provide transportation to and from the event? _____

53. If "YES" to providing transportation, what will be provided?

___ Licensed transportation vendor (charter bus, etc.)

___ Pre-paid cab service

___ Designated Driver Program

___ Other (describe in next question)

54. Other transportation your chapter is providing:

55. Free Non-Alcoholic Drinks

Other than tap water, what FREE non-alcoholic drinks will be provided to attendees?

56. Free Food

What FREE food/snacks will be provided to attendees?

57. No Drinking Games

I understand that we will not allow any drinking games at our event since that is in violation of FSL and our national policy.

___ I Agree

V. BYOB Events

58. Carding

All attendees must be "carded" at the door to verify their age. Who is checking attendees' picture IDs at the entrance? Check which applies.

___ Sober Monitor Team (initiated members)

___ Sober Monitor Team (New Member - THIS IS NOT RECOMMENDED)

___ Hired Security Team

59. Who's 21+?

How are you indicating the attendees who are of legal drinking age [21 and over]? Check what applies

___ Non-Removable tabbed wristbands provided by IGC

___ Specific Hand Stamp that is UNIQUE to the event

___ Other

60. If you indicated "Other" in the above question, what is the other?

61. # of Entrances: _____

Best practices indicate there should be ONE entrance.

62. # of Exits: _____

Best practices indicate there should be a minimum of 2.

63. NO hard alcohol

Our chapter and guests understand that NO HARD ALCOHOL is allowed at our event and our sober monitor team and event organizer will not allow hard alcohol into our event.

____ I Agree

VI. Drinks per Person

The below fields are predefined with the *maximum* of each type of *pre-packaged* beverages allowed PER ATTENDEE per FIPG policies.

64. Beer _____

Maximum number of beers allowed per person 21+ years old is six 12 oz containers

65. Wine Coolers / Flavored Malt Beverages: _____

Maximum number of wine coolers/flavored malt beverages allowed per person 21+ years old is four 12 oz containers.

66. Wine _____

Maximum number of wine allowed per person 21+ years old is five, 6-oz single serving/"mini" containers.

67. Bar Location: _____

Where will the bar be located?

68. Bar Workers

Who will be assigned to work the bar? Check what applies.

___ Sober Monitor Team (initiated members 21+ years old)

___ Sober Monitor Team (New Member - THIS IS NOT RECOMMENDED)

___ Licensed Bartender

69. # of Sober Monitors working Bar: _____

How many Sober Monitors will be assigned to the bar?

70. Alcohol Collection

How will attendees check in and collect their alcohol? Check what applies

Tabbed Wristband System (IGC provides this and it is RECOMMENDED)

Ticket System

Punch Card System

Other _____

71. If you indicated "other" in the above question, what is the "other"?

73. Co-Sponsoring?

Is this BYOB event being held with another organization (co-sponsored)? _____

VII. Third Party Vendor

Do NOT complete unless you are using a 3rd party vendor. Skip to part VIII.

74. Liquor License obtained? _____

75. \$1,000,000 General Liability certificate obtained? _____

Have a minimum of \$1,000,000 of general liability insurance, and should name your local organization, INHQ organization and SIU Board of Trustees as an additional insured certificate holder. Have you obtained a copy of the Vendor's Certificate of Insurance?

76. Cash/Credit sales, per drink, only to individuals over the legal drinking age? _____

Vendor agrees to Cash/Credit sales, per drink, only to individuals over the legal drinking age

77. Review 3rd Party Vendor Contract

Have you reviewed your organization's contract with the 3PV to ensure contract is in compliance with the FIPG Risk Management policy? Check all that apply.

The contract does NOT include drink specials for attendees as part of the room rental fee.

The contract does NOT include a set amount of free alcohol [ex: 10 free pitchers, 40 free well drinks, two free drinks per members, etc.].

The contract does NOT require a minimum amount of alcohol sales during the event.

The contract does NOT provide free alcoholic drinks for officers and organizers or drink specials for all women.

78. Carding

All attendees must be "carded" at the door [and again at the time of purchase] to verify they are of legal drinking age. Who is handling this process? Check which applies.

The Third Party Vendor Staff [RECOMMENDED]

The organization has hired a security company

Sober Monitors

79. Identifying 21+

How are you identifying the attendees who are of legal drinking age [21 and over]? Check what applies.

- Non-removable tabbed wristbands provided by IGC
- Specific Hand Stamp that is Unique to the event

80. Number of Entrances _____

81. Number of Exits: _____

82. Co-Sponsored? _____

If yes, continue on to part VIII.

VIII. Planning a Co-Sponsored Event

When planning an event with another organization [ex: a social], FIPG prohibits organizations from "cosponsoring, co-financing or attending or participating" in a function at which alcohol is purchased by any of the host organizations. For this reason, it is important for organizations planning co-sponsored events to review their policies with the planners from all co-sponsors so all are compliant with their respective policies.

In order to facilitate a successful event, you should review these questions with each of the co-sponsoring organizations.

83. Co-Sponsoring Organization's Name:

Who is the co-sponsoring organization?

84. Other Co-Sponsoring Organization's Names:

Is there an additional co-sponsoring organization?

85. Reviewed Co-Sponsoring Org.'s Risk Policy? _____

Does the co-sponsoring organization(s) have a risk management policy and if so have you reviewed the policy with their representative?

86. Co-Sponsoring Org.'s Risk Management Requirements

Does the co-sponsoring organization(s) policy require any additional event management procedures? If Yes, what are the additional procedures [check all that apply]?

- No additional event management procedures are required.
- Alternative food and beverage [ex: non-salty snacks and non-alcoholic beverages]
- Licensed third party transportation to and from the event
- Licensed bartender for beverage distribution at BYOB
- Event registration with INHQ, Regional, or Advisor level

87. Co-Sponsoring Org(s) have Liability Insurance? _____

Do all co-sponsoring organizations have liability insurance?

88. Co-Sponsoring Org(s) on Contract? _____

Do all co-sponsoring organizations appear on all contracts for the event?

89. Co-Sponsoring Org(s) Contact Info

Please provide the contact information for the cosponsoring organization(s) Officer in Charge. _____

90. Co-Sponsoring Org. Sober Monitors _____

How many Sober Monitors will each co-sponsoring organization provide for the event?

91. Co-Sponsoring Org's Crisis Management Plan reviewed _____

Have you reviewed the co-sponsoring organization crisis management plans with the co-sponsoring event planners?

92. Additional Steps

What additional steps will the co-sponsoring organization(s) take to help reduce risk during the event?

ALL GUEST LISTS ARE DUE TO GREEKS@SIU.EDU BY THURSDAY AT NOON FOR ALL WEEKEND PARTIES AND 4 BUISNESS DAYS BEFORE ANY OTHER WEEKDAY PARTY.