

Chapter Management Policy

FRATERNITY/SORORITY

ALCOHOL EVENT NOTIFICATION

Hosting Chapter(s): _____

- This form must be completed and submitted to the Office of Fraternity and Sorority Life (OFSL) **at least 48 hours prior to the event.** A copy of the guest list for the event must be submitted with this form.
- Each sponsoring chapter must have a current copy of their inter/national risk management policy as well as any chapter risk management policies.
- Co-sponsored events must be signed by all participating organizations.
- There must be **three (3)** individuals listed as sober drivers/bus monitors and event monitors per sponsoring organization

Date of Event: _____ Type of Event: _____

Location of Event: _____
Name of Venue *City and State*

Starting Time: _____ Ending Time: _____

Estimated Attendance (may not exceed posted capacity): _____

Invitation System: _____

Theme: _____ Entertainment: _____

What food and non-alcoholic beverages will be available: _____

Type of Transportation: _____

- # of Bus Monitors (names should be listed on form): _____
- # of Sober Drivers (names should be listed on form): _____

How will alcoholic beverages be provided?

- _____ BYOB
- _____ Sold by 3rd Party Vendor

ID Checking System: Tickets Hand Stamps Wristbands

Method and Individual(s) checking IDs: _____

Contact Person(s) during event: _____

Name *Phone Number*

_____ *Phone Number*

Name *Phone Number*

_____ *Phone Number*

Additional Comments:

Chapter Information

(Remember to list three individuals as event monitors and bus monitors/sober drivers per organization)

Chapter 1:	Print Name	Signature	Email
President			
Social Chair			
Risk Manager			
Event Monitors	1	2	3
Bus Monitors or Sober Drivers	1	2	3
Chapter 2:	Print Name	Signature	Email
President			
Social Chair			
Risk Manager			
Event Monitors	1	2	3
Bus Monitors or Sober Drivers	1	2	3
Chapter 3:	Print Name	Signature	Email
President			
Social Chair			
Risk Manager			
Event Monitors	1	2	3
Bus Monitors or Sober Drivers	1	2	3
Chapter 4:	Print Name	Signature	Email
President			
Social Chair			
Risk Manager			
Event Monitors	1	2	3
Bus Monitors or Sober Drivers	1	2	3

Make sure a typed guest list is attached