

Organization Name: _____

Fraternity/Sorority Formal or "Beach" Event Planning Template

Campus & Community Involvement

Trinity University

Event Planner Contact:

Name: _____

Email: _____

Phone: _____

President Contact:

Name: _____

Email: _____

Phone: _____

Event Description:

Where: _____

What: _____

Dates of Event:

Leaving Campus (Date and Time): _____

Returning to campus (Date and Time): _____

How many students/guests are expected to attend this event?

Organization Members: _____

Alumni: _____

Other Students: _____

Non-Trinity Guests: _____

Hotel/Lodging Information

Name of Lodging: _____

Address of Lodging: _____

On-Site Contact Name (Hotel manager): _____

On-Site Contact Phone #: _____

Alcohol can ONLY be consumed if you are using a THIRD PARTY Vendor (with ALCOHOL) while out of town. Please provide the information below if you plan to allow members who are 21 & older to drink.

Name of Vendor: _____

Vendor Contact Name: _____

Address of Vendor: _____

Phone number of Vendor: _____

Date: _____ Start Time: _____ End Time: _____

Available for Purchase: Beer _____ Wine _____ Liquor _____

What are the risks associated with traveling (getting to and from the event)?

What are the risks of the activities while at destination?

How will you minimize the risk exposure for each of the associated risks? (i.e. What proactive steps will you take prior to and during the event to ensure the safety of your members/guests?)

What is your plan to follow in the event of an emergency?

Checklist—TO BE COMPLETED BY COORDINATOR OF FRATERNITY & SORORITY LIFE

Unless noted, all items are due a full week before departing (the Friday before—5 class days)

- _____ Arrange beach meeting with Coordinator (10 days out)
- _____ Signed Beach form
- _____ Guest list/ Sober Monitors (if utilizing a third party vendor)
- _____ Authorized drivers
- _____ Weekend Itinerary (72 hours before departure)
- _____ Emergency Contact Information in an excel spreadsheet (Name of participant, participant phone number, emergency contact, and emergency contact phone number) (48 hours before departure)
- _____ Travel Outside the City form filled out by event coordinator (48 hours before departure) (Link found at www.trinity.edu/greekresources)
- _____ Online SPRA filled out by every participant (48 hours before departure) (Link found at www.trinity.edu/greekresources)
- _____ Transportation lists (24 hours before departure)

NO EXCEPTIONS WILL BE GRANTED ON DEADLINES

Advisor Signature: _____
(Faculty or Alumni Advisor)

Date Signed: _____

Student Signature: _____

Date Received: _____

Approval Signature: _____

Date Approved: _____