



## NOTICE OF SOCIAL EVENT

*Social Events Chairman: Submit this completed form to the chapter alumna adviser and collegiate district officer no later than three weeks prior to each social event.*

Chapter Alpha Psi University of Florida  
Address 1134 E. Panhellenic Dr.  
City Gainesville State FL Zip code 32601

- Date of event: Mar. 1, 2000 Type of event social
- Theme of event: Mardi Gras
- Budget \$ — Approved by financial adviser? yes
- Name of facility where event will be held: Martini's
- Address of facility: 238 W. University Ave.

I confirm that the above information is correct.

I acknowledge that control over and responsibility for chapter social activities, including any use of alcoholic beverages, rests with the chapter.

I have reviewed Tri Delta's policies and guidelines. I confirm that the plans and arrangements for the event described above are in compliance with Tri Delta policies, state and local laws, and university/college rules and regulations.

Heather Willyard, Heather Willyard, date 2/27/00  
(print name) (signature/ president)

Lindsay Shapiro, Lindsay Shapiro, date 2/27/00  
(print name) (signature/ risk management chairman)

Camille Schnobrich, Camille Schnobrich, date 2-27-00  
(print name) (signature/ social events chairman)



# Social Function Checklist

## Best Practices for Safe Off Campus Social Events

The items in this checklist provide suggestions to minimize potential risk management problems.  
If your answer is "Yes", check the space.

### •BEFORE THE SOCIAL FUNCTION•

- Have the persons responsible for the event checked with the inter/national organization to be sure all insurance and risk management policy regulations are being followed?
- Is your chapter advisor aware that the event is taking place and what arrangements have been made?
- Have the persons responsible for the event contacted the establishment or property owner to discuss the rules and regulations as well as liability issues?
- Have arrangements been made for transportation to and from the event? 13 D D's
- Have persons responsible for the event contacted the transportation company to discuss their rules and regulations?
- When appropriate, has a guest list and a list of the active membership, including birthdates, been generated? 21 list 130-60-90
- When appropriate, has a copy of these lists been provided to the establishment?
- Do the persons responsible for the event know PC/IFC/NPHC policies and University of Florida rules and regulations as well as state laws?
- Has the chapter been educated about the PC/IFC/NPHC social function policy as well as the alcohol policy of the chapter?
- Do chapter members understand that they, or their dates, cannot use fake I.D.s during any chapter sponsored event, regardless of who is checking I.D.s?
- Have the persons responsible for the event and the chapter leaders openly discouraged underage drinking?
- Is it understood by chapter members that if they drive themselves to the event they are not allowed to have alcohol?

### •GOING TO THE SOCIAL FUNCTION•

- Is there a designated time and place for the transportation to pick-up those attending the event? 10 @ D D's
- Are persons responsible for the event making sure no one is drinking while waiting outside for the transportation? (this is in accordance with the open container law)
- If there is drinking occurring, in an appropriate location, while waiting for transportation, are BYOB rules being followed properly?
- Are persons attending the function considerate to the environment around them (i.e., not throwing trash on the ground, etc.)?

### •AT THE ENTRANCE TO THE SOCIAL FUNCTION•

- If required, is there an executive board member present at all times? 4 present at all times
- Is there a guest list and membership list, with birthdates, present? 21 list
- Are only chapter members/new members and their dates entering the event? Social



- Is the event strictly limited so as not to include friends of members, non-chapter members, women/men formerly associated with an auxiliary organization?
- Are persons entering the event being checked for proper identification (i.e., driver's license birthdate list)? *2 standards, members.*
- Are wristbands being provided (either by the establishment or the chapter) to those over 21 with identification to prove it?
- NA*  If it is a BYOB event, are entrants being limited to one (1) six-pack of beer?
- NA*  If it is a BYOB event where coolers are permitted (e.g., Wooders), are coolers being checked to assure no unauthorized alcohol is brought in?

**•DURING THE SOCIAL FUNCTION•**

- NA*  If it is a BYOB event, are entrants checking in their beer immediately after getting their wristbands?
- Are non-alcoholic beverages and food always available?
- Is someone monitoring the event to assure only those persons with wristbands are drinking?
- NA*  If it is a BYOB event, are the servers at the bar over 21 and sober?
- Is the establishment refusing to serve anyone who is visibly intoxicated?
- Are problems with members and/or their dates being addressed immediately?

**•CLOSING THE SOCIAL FUNCTION•**

- Has an announcement been made one half hour before the event's designated ending time saying that the bar will be closing?
- Has the bar stopped serving at 2 a.m.? *1:45*
- Has the consumption of alcohol stopped at 2 a.m.? *(1:45)*
- NA*  If it is a BYOB event, are those that have picked-up any remaining alcohol leaving the event and getting on the bus (or other provided transportation) immediately?
- NA*  Is everyone, who has been drinking, using the provided transportation to get home?
- If there is no transportation from the event, are there designated drivers available to take people home?
- NA*  If required, have arrangements been made for the clean-up of the facility?

**•AFTER THE SOCIAL FUNCTION•**

- Are designated drivers available to take people home from the drop-off location?
- Are members who violate PC/IFC/BGC or chapter rules held accountable through the proper disciplinary boards?
- Do officers evaluate each event to see that all rules were followed and if not, is there discussion and problem solving?

*W. M.*

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