

# FSL Off-Campus SOCIAL Event Planning Form

The purpose of this form is for the planning process of off-campus social events and/or "Bus Parties." This includes all mixers, date parties, formals and club parties. If alcohol will be present in any way, this form needs to be filled out and a C.A.R.E. meeting needs to be held.

1. Form must be completed two weeks prior to event.
2. C.A.R.E. meetings must be held at least 1 week before the event.

For Bus Parties:

3. Campus property, including parking lots from where buses depart and arrive, must be maintained in a safe and clean manner at all times. The organization must insure that the bus departure/arrival site is properly maintained both before and after the event. The organization must arrange a monitor on the bus for the departure/arrival.
4. Each organization is to organize a trash pick up committee who will inspect the parking lot/bus after all participants have left. The committee is also responsible for insuring the parking lot is trash free once the buses leave campus.

## Sanctions

If a group fails to adhere to these policies, the respective group's governing body, the Fraternity and Sorority Life Assistant Directors, or the Dean of Students can impose sanctions, ranging from fines to community service to lose of privileges. The Dean of Students reserves the right to make changes to this policy when the need arises.

## Page 1

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Chapter(s) Holding Event [Required]

If more than one chapter is sponsoring this event, only one group needs to fill out this form, but list all groups involved.

Primary Event Coordinator [Required]

Primary Event Coordinator Phone Number [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Primary Event Coordinator Email Address [Required]

Valid input:

- name@myschool.edu

Secondary Event Coordinator [Required]

Secondary Event Coordinator Phone Number [Required]

Secondary Event Coordinator Email Address [Required]

Event Name [Required]

Is This Event a Bus Party? [Required]

If yes, proceed to next question.

Valid input:

- Select only one choice.

Yes

No

### BUS PARTY - C.A.R.E Meeting and Guest List Regulations

If this event is classified as a Bus Party, this form MUST be submitted TWO WEEKS IN ADVANCE, and a C.A.R.E. meeting MUST be scheduled with the Assistant Directors of Fraternity & Sorority Life.

Also, if this event is a Bus Party, the sponsoring Chapter MUST submit a COMPLETE AND TYPED GUEST LIST with the names of all members and guests who have received an invitation to the event, to the Office of Fraternity & Sorority Life.

The guest list may not contain more than the number of guests the venue can hold and cannot contain more than 500 names at anytime. In rare cases, an additional list including up to 250 alumni names or members of your Chapter from other schools will be allowed. Any alumni attending the event will only be signed in by a member of the Chapter's Executive Council.

Only persons whose names are typed on the guest list will be admitted to the event.

This guest list must be submitted to the FSL Office at least 48 hours in advance of the event.

Valid input:

- Select only one choice.

I Agree

### Location of Event [Required]

Please include the name and address of the venue where the event will be held.

### Paperwork required for venue [Required]

Per FIPG, the FSL Office will need a copy of the current Alcohol License and Liability Insurance from the Venue. Please check that you have turned these in.

Current Alcohol License

Liability Insurance

### How many miles is the venue from campus? [Required]

If the venue is located more than 25 miles from campus, University Travel paperwork will have to be filled out.

### Departure Date & Time [Required]

### Return Date & Time [Required]

### Estimated Attendance at Event [Required]

### Please Indicate Whom this Event is Open To: [Required]

Note: "General Public" includes individuals who may or may not have been invited by Chapter Members. "Invited Guests" are only those individuals known to be invited by Chapter Members.

Chapter Members Only

Chapter Members and Invited Guests

Chapter Members and General Public

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### Will There Be Alcohol Present? [Required]

Valid input:

- Select only one choice.

Yes

No

### Briefly Describe The Event/Activity [Required]

### Risk Factors - Part I [Required]

What are some possible risk management issues associated with this event/activity?

**Risk Factors - Part II [Required]**

What measures have been taken to reduce these associated risks?

**Security Detail [Required]**

Please list the members of the organization that will be assisting with security and outline their areas of responsibility, or detail the security plans of the organization.

**Advertisement [Required]**

How are you going to advertise your event? Please keep in mind that Facebook advertisement is not accepted form of promotion for Fraternity/Sorority Bus Parties

**Organization Attestant [Required]**

I attest the above information is correct.

Valid input:

- Select only one choice.

Yes

No