

GREEK LIFE: SOCIAL EVENT PLANNING FORM

University of San Diego

Please have these additional forms included with this packet:

Venue Contract

Venue Insurance Certificate

Liquor License

Bus Contract

Bus Insurance Certificate

Security Contract

Security Contract Certificate

Guest List with Member Birthdays

Online Bus Registration

www.sandiego.edu/greeklife/about/forms/bus_registration_form.php

Attention: Complete paperwork which includes signatures from your Advisor must be turned in 10 days prior to the event to be considered.

Incomplete submissions will not be considered.

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This form must be submitted, by EACH ORGANIZATION involved, to the Director of Student Organizations and Greek Life prior to ANY event involving alcohol. Complete the form in its entirety and the Social Event Planning Checklist, **and for wet events submit all contracts (including this form or national paperwork) ten (10) days prior to the event.** It is recommended that copies are made and kept on file with the organization.

GENERAL INFORMATION

Name of Event: _____

Group (1) Sponsoring Event: _____

Organizations (2) Co-Sponsoring Event: _____

Person(s) in Charge (1) of Planning Event: _____

Name, Phone, & Email

Person(s) in Charge (2) of Planning Event: _____

Name, Phone, & Email

Person(s) in Charge of Risk Management: _____

Name, Phone, & Email

Day/Date of Event: _____

Times of Event: From _____ To: _____

GROUP'S RESPONSIBILITIES

Please put either "1" or "2" to designate which group is responsible for turning in the form/paperwork:

_____ Venue Contract _____ Venue Insurance Certificate _____ Liquor License

_____ Bus Contract _____ Bus Insurance Certificate _____ Security Contract

_____ Security Insurance Certificate _____ Guest List with Member/Guest Birthdays (all involved)

Note: If the event is anticipated to have an attendance more than double the chapter size or 200 persons which ever is larger, this form must be turned in two 10 days prior to the event.

EVENT DETAILS

Please describe details of the event (more details the better!):

What is the theme of the event (if any)?

Has this event been held in the past? **YES** **NO**

Did any incident(s) occur at this event? **YES** **NO**

*If **"YES"**, attach an explanation of incident(s) and changes that have been made to prevent such incidents.

ALCOHOL PROCEDURES

If the event is to be a BYOB event the chapter president(s) must meet with the Director of Student Organizations prior to the event. If the event is to be held at a licensed establishment with a cash bar be sure to attach a copies of the contract with the establishment, the establishment's liquor license and liquor liability insurance certificate. Be sure that the serving and monitoring of alcohol is in accordance with University policy.

Cash bar arrange by: _____

Minimum Guarantee: _____

Who will check ID? _____

Location of Bar? _____

How will those of legal drinking age be identified and verified? By whom?

What procedures will be taking if minors are observed drinking?

What will be done if someone has too much to drink?

NON-ALCOHOLIC BEVERAGES

Provided by: _____ Type: _____

Amount: _____ Cost: _____

FOOD

Provided by: _____ Type: _____

Amount: _____ Cost: _____

CROWD CONTROL

Be sure to attach a guest list, and copies (if security is required) of the security contract and company's insurance certificate with the completed form.

What is the planned attendance? _____

How many sober monitors from your organizations will there be? _____

Please provide names and telephone numbers: _____

Security Company: _____

Number of Guards: _____ Paid for by: _____

Hours Hired: _____ Start Time: _____ End Time: _____

Cost: _____

Responsibilities:

Sober monitors are and be present at:

Bus loading: YES Name(s): _____

At the event: YES Name(s): _____

Bus drop off: YES Name(s): _____

Will advisors be present at:

Bus loading: YES NO Name(s): _____

At the event: YES NO Name(s): _____

Bus drop off: YES NO Name(s): _____

TRANSPORTATION

Be sure to attach copies of the contract and the company's insurance certificate, and to review the University travel guidelines to make sure the event complies. Complete the online bus registration form at greeklife.sd.edu.

Company: _____ Number of vehicles: _____ Cost: _____

Paid for by: _____

Pick up location(s): _____ Times: _____

Drop off location(s): _____ Times: _____

SIGNATURES

As the sponsoring organization, we have read and understand the applicable University and Student Organizations policies and we accept responsibility for compliance with these regulations as well as compliance with the laws of the State of California and the city/county in which our event is taking place. We guarantee that all responsible precautions will be taken to see that those under legal drinking age will not be served at our event and we have put into place reasonable enforcement procedures for all applicable federal, state and local laws. We have budgeted expenses of this event and agree to costs as specified above. Without all appropriate signatures below, we understand that this social event may not take place. Attach copies of contracts for this event to this form before submitting it and maintain it in your files.

Sponsoring Organization Risk Manager: _____

Sponsoring Organization Event Chair: _____

Sponsoring Organization President: _____

Sponsoring Organization Advisor: _____

Reviewed by: _____

Mandy Womack, Director of Student Organizations and Greek Life

Date

Comments:

PLEASE SAVE AND PRINT FORM