

ARKANSAS STATE UNIVERSITY GREEK LIFE SOCIAL EVENT PLANNING FORM

- ❖ This form must be submitted to the Office of Greek Life by **5pm, 2 weeks/10 business days prior to the event.**
- ❖ **Accompanying guest list must be submitted at least 2 days prior to the event.**
- ❖ **For co-sponsored events the form must be signed by all participating organizations.**
- ❖ **A sketch of all construction plans including fences, stages, and built decorations must be included with this form.**

(If applicable) Our chapter has registered this event with our National Organization

Date of Event:

Type of Event:

Date Event (Limited to Members and Dates Only)

Invitation Only Social Event (Limited to chapter members and a guest list with a maximum of 3 guests per member or the building fire code, whichever is smaller)

Event Hosting Chapter(s):

Event Theme:

Event Location:

Will you be constructing any type of indoor or outdoor structure or using decorations for this event? YES NO

- If yes,

- **Attach a sketch to this social form of the intended structural plan**
- **Submit a [Special Event Permit](http://www.astate.edu/ehs) form via www.astate.edu/ehs website**
- **Email Cole Kennedy, A-State Safety Officer and Emergency Manager, at ckennedy@astate.edu to set up a time to discuss fire code compliant materials and set-up.**

Hours of Event: Start Time:

End Time:

Approximate Attendance Expected (maximum of 3 guests per member or the building fire code, whichever is smaller):

Name of Hired Licensed & Bonded Security:

Main Contact Person for Event:

Phone #:

Secondary Contact Person for the Event:

Phone #:

Monitors will be identified by wearing: _____

Monitors: (The sponsoring organization(s) should designate social event monitors at a rate of 1 monitor per 50 people expected to be in attendance--members and guests--at the event. If chapter size prohibits this rate, the chapter is to work out an effective alternative plan with the Office of Greek Life).

1. _____
(NAME)

9. _____
(SIGNATURE)

3. _____
(NAME)

2. _____
(SIGNATURE)

5. _____
(NAME)

4. _____
(SIGNATURE)

7. _____
(SIGNATURE)

6. _____
(SIGNATURE)

8. _____
(SIGNATURE)

10. _____
(SIGNATURE)

**Greek Life Social Event Checklist
(Check to acknowledge adherence)**

Entrance/Guest List/Wristbands

- The chapter will make an appointment with the office of Greek Life to discuss the event at least 2 days prior to the event. At this time the guest list is due (if applicable) and IFC chapters will receive wristbands.
- There will only be one available entrance and exit to the event throughout its duration.
- Trash cans will be placed at the entrance/exit.
- Those who are on the guest list will have their valid, government issued photo identification verified.
- Those who are of legal drinking age will receive a wristband ,if applicable for the event.
- No outside open containers/cups/drinks are permitted entering or exiting the event.

Consumption of alcohol (if applicable)

- Alcohol may be consumed only within the enclosed property of a fraternity house.
- No alcohol will be sold and/or consumed by anyone under the legal drinking age, and no alcohol will be served from common sources (kegs, punch, etc)
- Glass bottles will be strictly prohibited.

Miscellaneous

- The theme of the event will be in good taste and will not violate the values and standards of the host organization.
- Monitors/Marshals have been arranged at a rate of 1 monitor per 50 people expected to be in attendance (members and guests) at the event, unless prior approval has been given from the Office of Greek Life.
- All chapter member security/monitors will wear clothing identifying them as such.
- The host chapter will be responsible for providing a tub of bottled water in a visible location.
- The host chapter will review national/international policies set forth by their organization as well as the Arkansas State Greek Organization Social Event Guidelines and make sure that any and all inter/national policies are being followed in addition to those set forth by the A-State Office of Greek Life.
- The chapter property must be completely cleaned by 7am on the morning after the event.
- The signed guest list/liability waiver and post-event report must be turned in to the Office of Greek Life by 5pm on the first business day after the event.

As an official representative of my chapter, I acknowledge that that chapter will adhere to the Greek Organization Social Event Guidelines, the chapter's inter/national fraternity policies, university policies, and all federal, state, and local laws.

(Chapter Representative)

(Signature)

Phone Number

(Co-Sponsoring Chapter Representative)

(Signature)

Phone Number

(Chapter Advisor)

(Signature)

Phone Number

(Co-Sponsoring Chapter Advisor)

(Signature)

Phone Number

For Office Use Only

Date Received:

Guest List Pre-Party Received: