STEP ONE: PLAN YOUR EVENT

• DATE OF EVENT
• THEME?
• MIXER?
• DECIDE IF HAVING ALCOHOL
  • BYOB
  • THIRD PARTY VENDOR
• IF HAVING ALCOHOL
  • SELECT PARTY MONITORS
    • MUST HAVE MINIMUM 8 (ALWAYS FOLLOW NATIONAL POLICY, STRICTER OF THE TWO)
    • EQUAL RATIO NEW MEMBERS TO INITIATED MEMBERS
STEP TWO: REGISTER YOUR EVENT

• REGISTER YOUR EVENT
  • OFF CAMPUS EVENTS (MOST COMMON FOR SORORITIES)
  • SFORMS (MOST COMMON FOR FRATERNITIES)
  • BFORMS (FRATERNITIES)
  • EVENTS IN THE CONFERENCE CENTER – THIS REGISTRATION IS DONE THROUGH THE CAMPUS CONCIERGE. THERE IS SIGNIFICANT PAPERWORK, PLEASE PLAN WELL IN ADVANCE!
  • EVENTS MUST BE REGISTERED BY MONDAY AT 5PM PRIOR TO THE EVENT
    • MISS THE DEADLINE, LOSE THE SOCIAL EVENT
STEP THREE: SUBMIT YOUR GUEST LIST

• GUEST LISTS ARE DUE 5PM THURSDAY PRIOR TO THE EVENT
  • 250 NAME MAX
  • 50 WRITE INS ALLOWED, BUT CANNOT EXCEED 250 NAMES
  • MIXER?
    • YOUR GUEST LIST CAN ONLY HAVE MEMBERS OF THE TWO ORGANIZATIONS INVOLVED
    • IF ON CAMPUS, CANNOT EXCEED 250 NAMES LIMIT
    • MIXERS DO NOT “OPEN” AT MIDNIGHT

• UPLOAD YOUR GUEST LIST
STEP FOUR: RUN YOUR EVENT

• SFORMS
  • EIGHT PARTY MONITORS
  • (3) AT FRONT DOOR – CHECKING IDS, GUEST LIST, HAND STAMP/WRISTBAND, AND CROWD CONTROL
  • (1) ON THE STAIRS – ONLY HOUSE RESIDENTS ALLOWED UPSTAIRS
  • (1) BY BATHROOM HALLWAY – MONITOR FOR DAMAGE AND INTOXICATION
  • (1) AT BACK GATE – NO ONE ALLOWED TO ENTER BACK GATE
  • (2) ROAMERS – CHAPTER LEAD SOBER MONITOR AND ADDITIONAL SOBER MONITOR ROAM HOUSE
PARTY MONITOR STATIONS
STEP FOUR: RUN YOUR EVENT

- SFORMS CONT.
  - AT 9:45PM, CHAPTER LEAD PARTY MONITOR WILL MEET WITH IFC PARTY PATROL, GREEK VILLAGE RAS, AND SECURITY IN THE GREEK PROMENADE FOR INTROS AND TO EXCHANGE CONTACT INFO
  - GROUP TEXT MESSAGE WILL BE CREATED TO SHARE PERTINENT INFORMATION WITH GROUP
  - IFC PARTY PATROL WILL BE COMPLETING (3) NIGHTLY ROUNDS
  - RAS WILL BE COMPLETING HOURLY ROUNDS
STEP FOUR: RUN YOUR EVENT

• SFORMS CONT.
  • IT IS YOUR JOB TO KNOW WHO IS AT YOUR EVENT AND REDUCE RISK FOR YOUR ORGANIZATION AND ATTENDEES
  • CALL IFC PARTY PATROL OR SECURITY FOR HELP
STEP FOUR: RUN YOUR EVENT

• OFF CAMPUS EVENTS
  • PARTY MONITORS OR BUS LEADERS SHOULD BE CHECKING PEOPLE PRIOR TO GETTING ON THE BUS
  • PARTY MONITORS SHOULD BE AVAILABLE TO ASSIST VENUE STAFF IN CASE OF EMERGENCY OR OTHER CONCERN
  • IT IS YOUR JOB TO KNOW WHO IS IN YOUR EVENT AND TO DO EVERYTHING YOU CAN TO REDUCE THE RISK FOR YOUR ORGANIZATION AND THOSE IN ATTENDANCE
STEP FOUR: RUN YOUR EVENT

• BFORMS
  • HOSTED SUNDAY (12PM-1AM) OR MONDAY-THURSDAY (5PM-1AM)
  • NO GUEST LISTS REQUIRED
  • NO PARTY MONITORS REQUIRED
  • ALCOHOL FREE EVENTS
STEP FIVE: AFTER YOUR EVENT

• RETURN TO GREEK LIFE OFFICE MONDAY AFTER YOUR EVENT:
  • HIGHLIGHTED COPY OF YOUR GUEST LIST (HIGHLIGHTED MEANS THEY WERE THERE
  • LEFT OVER WRISTBANDS
  • PARTY MONITOR SHIRTS
HELPFUL TIPS

• INVEST IN A FOLDING TABLE AND CHAIRS TO HAVE AT THE FRONT FOR CHECK IN
• CHECK THE BATHROOMS DURING EVENTS
• ONLY LET RESIDENTS (NO GUESTS) GO UPSTAIRS DURING EVENTS
• TRAIN YOUR CHAPTER ON HOW TO BE A PARTY MONITOR
  • JOSH, TERI, AND IFC VP HEALTH & SAFETY WILLING TO TRAIN CHAPTER ALSO
ADDITIONAL INFORMATION

• PARTY MONITORS
  • Party monitors are expected to rotate. If Sforms consistently have the same people listed as party monitors, you may be asked to resubmit your Sform or it may be cancelled.

• GUEST LISTS
  • Guest lists will be closely monitored. It is important that they are correct. More than once a good guest list has kept chapters from being sanctioned.
ADDITIONAL INFORMATION

- RISK MANAGEMENT PRESENTATION
  - MUST SHOW TO CHAPTER WITHIN TWO WEEKS OF THE START OF THE SEMESTER AND TWO WEEKS AFTER GETTING NEW MEMBERS

- FOUND ONLINE HTTP://WWW.HIGHPOINT.EDU/GREEKLIFE/RESOURCES/
FINAL THOUGHTS

• THIS IS NOT A COMPREHENSIVE LIST OF EVERYTHING YOU NEED TO KNOW ABOUT ALCOHOL – IT’S ABOUT THE EVENT.

• HELPFUL TIPS ON UNIVERSITY POLICIES
  • OPEN CONTAINER: ANYTHING WITHOUT A LID
  • PROVIDING/DISTRIBUTING ALCOHOL
  • DRINKING GAMES AND COMMON CONTAINERS
    • EVIDENCE OF DRINKING GAMES
    • REASONABLE PERSON