

FIVE EASY STEPS TO PLANNING A SOCIAL EVENT



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

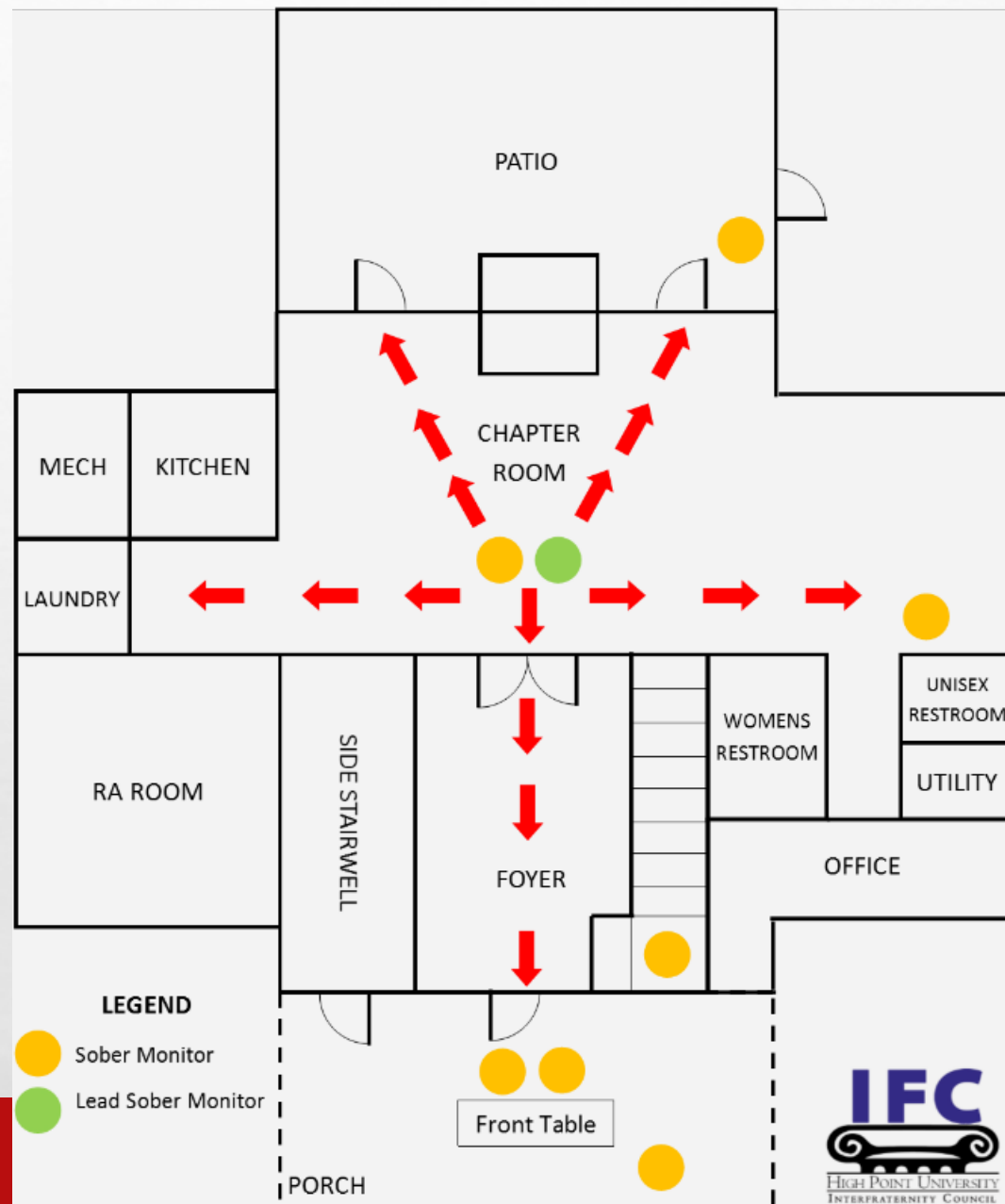
STEP THREE: SUBMIT YOUR GUEST LIST

- 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/](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