

# **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

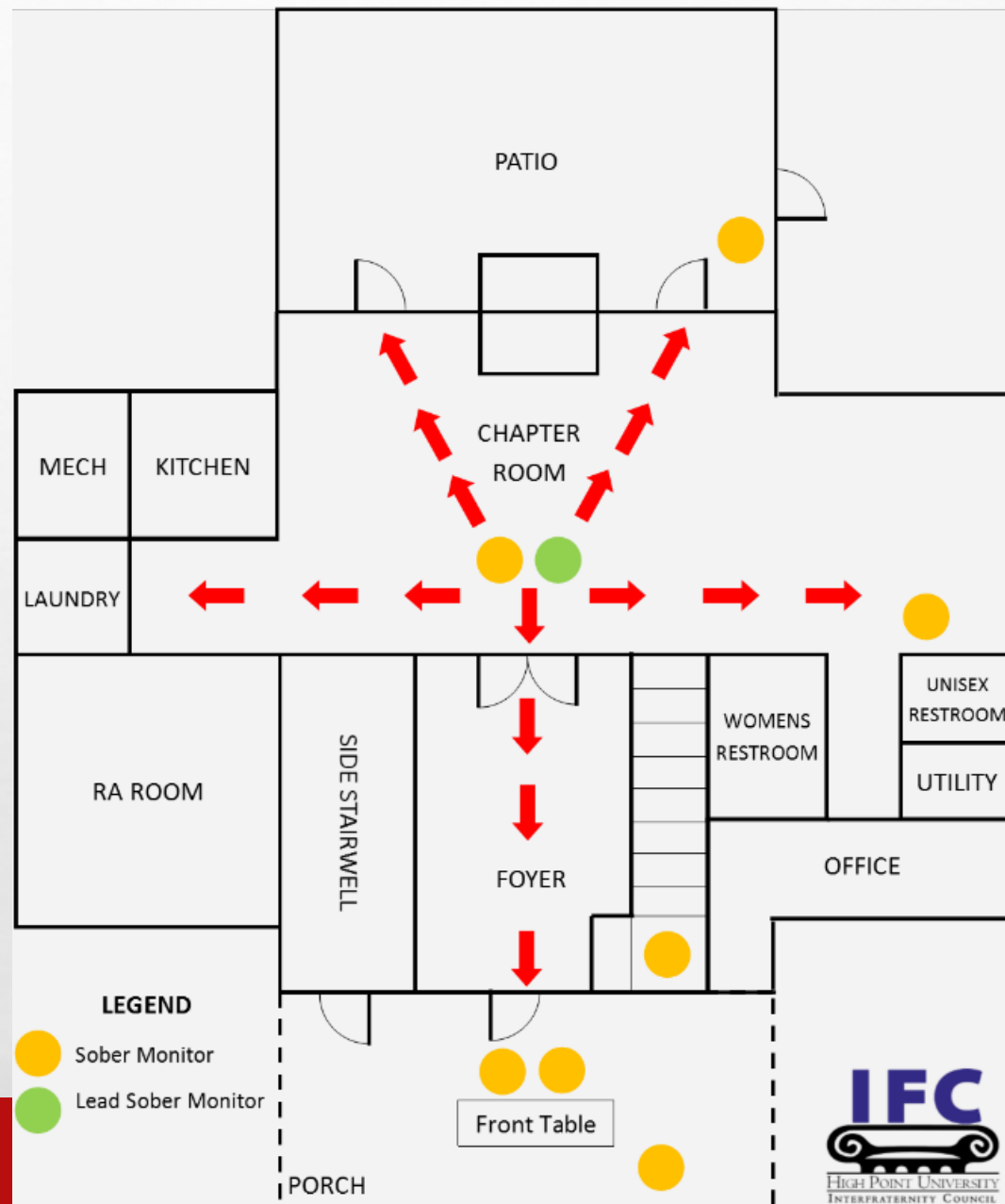
- GUEST LISTS ARE DUE 5PM THURSDAY PRIOR TO THE EVENT
  - 250 NAME MAX
  - 50 WRITE INS ALLOWED, BUT CANNOT EXCEED 250 NAMES
  - MIXER?
    - YOUR GUEST LIST CAN ONLY HAVE MEMBERS OF THE TWO ORGANIZATIONS INVOLVED
    - IF ON CAMPUS, CANNOT EXCEED 250 NAMES LIMIT
    - MIXERS DO NOT "OPEN" AT MIDNIGHT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