

# EVENT DETAILS

1. Who is planning the event?

Organization:

Name:

Title:

Email:

Phone:

2. Name of event:

3. Location of event:

Chapter Property

Rented Facility

Other:

4. Beginning time of event:

AM PM

5. Ending time of event:

AM PM

6. Purpose of event:

Recruitment

Socialize

Philanthropy

Other:

7. Which best describes the event below? Check all that apply.

Dry event (no alcohol)

Member Event Only

Event with one fraternal organization

Fundraiser

BYOB

Member and Date Event

Event with more than one fraternal organization

Philanthropy

Third Party Vendor at a location

Guest list event

New member event

Sport

Third Party Vendor at chapter facility

Parent Event

Event with non-fraternal organization

Recruitment

8. The activities below could be considered high risk events. Does the planned event contain any of the following?

Bring your own gun (trap/skeet shooting)

Sky diving/ parasailing/bungee jumping

Boxing tournament

Building of temporary structures

Pools

Mechanical Bulls

Bounce Houses/Inflatables

Other:

Slip & Slides/Any other water feature

"Warrior Dash" (creation of an obstacle course)/  
"Color Run"/ "Zombie Run"

Contact sports

Bonfires

Tug-o-war

Rock Climbing

9. Has any written contract or agreement been signed for any part of this event? **Y** **N**

If yes, please provide copy of contract/agreement.

10. Have contracts been signed with all Third Party Vendors? Provide Company and Contact Person(s)

- Food caterer:
  - Security guards:
  - Bus/transportation company:
  - Third party vendor:
  - University facility:
  - Hotel venue:
  - Sports field:
  - DJ:
  - Band:
  - Artist:
  - Restroom and Waste Management:
  - Other:
- 

## HOW WILL ALCOHOL GET TO THE EVENT?

FIGP Guidelines allow chapters to host events with alcohol in one of two ways:

**BYOB [Bring Your Own Beverage]**

Everyone brings their own alcohol, including members, associate/new members, guests, and alumni. Use the use the BYOB worksheet [pages 6-7] to help plan your BYOB event.

**Third-Party Vendor**

Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event. Use the Third-Party Vendor worksheet [pages 8-9] to help plan your Third-Party Vendor event.

**Dry Event**