

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:
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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