



WHAT CONSTITUTES AN EVENT?

Any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.

Determining an “Event” or “Activity” of the Chapter

The following **factors** are considered when determining whether an event could be considered an event or activity of the organization. Be honest and go through the list. The more your answers lean to yes, the more this is likely considered a chapter event. That doesn’t mean you can’t host the event, that simply means you host the event in compliance with the policy.

Event Planning

- Is the event being planned by one or more members/new members?
- Are the officers aware of the event being planned?
- Are any officers involved in event planning?
- Do the officers have prior knowledge of the event?
- Is the event actively or passively endorsed by a majority of the active chapter?
- Have members of the chapter lied about the event?
- If no members attended the event, would the event still happen?
- If a crisis occurred, would the chapter president take charge?
- Is the event a chapter tradition?

Terminology

- Are members attempting to rename the event in order to give the appearance that it isn’t associated with the chapter?
- Is the event being coined as “unofficial” or “unregistered”?
- Is the event occurring before or after an event (“pre-game” or “after party”)?

Communication

- Is the event listed on a chapter calendar (public or private)?
- Is the event listed or advertised on the chapter website (public or private)?
- Is the event listed or advertised on social media accounts (e.g. Instagram, Facebook, Twitter, GroupMe, Google Chats, etc.)?
- Do online invitations refer to the organization (e.g. Facebook events)?
- Will the event be announced at a chapter meeting?
- Will the event be marketed over the chapter texts/list serves?
- Is there a theme for the event?
- If guests were stopped on their way to the event, would they say they were going to a the “XYZ” event?
- If guests posted on social media, would they say they were at the “XYZ” event?

Funding

- Is the event financed by the chapter?
- Is the event being financed by collection of funds from a group of members?

Location

- Is the event being hosted on chapter property?
- Is the event being hosted in a house/apartment/chapter annex/live outs where multiple members live?
- Is the event being hosted in a university provided meeting space?
- Is the event being hosted in a location where you traditionally hold your events?

Attendance

- Is the entire chapter invited?
- Are new members invited to attend?
- Are certain pledge classes invited to attend?
- Is a majority of the chapter invited?
- If a member/new member showed up, could he/she attend the event?
- Will officers be in attendance?

