# SigEp

# SOCIAL EVENT PLANNING GUIDE

*Making the process work for your chapter*

# Alcohol Policies of Sigma Phi Epsilon

## 1. OBEY THE LAW

The possession and/or use of ALCOHOLIC BEVERAGES, while participating in any Fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity, must be consistent with all campus, city, county, state, federal laws, Fraternity policies and must comply with either the North American Interfraternity BYOB Checklist or Event Contract and Third Party Vendor Guidelines.

*It's pretty simple: the drinking age is 21 in all states, and anyone (a member, new member, or a guest) who consumes alcoholic beverages underage runs the risk of trouble. In addition, chapter functions (which can be any event an observer would associate with the organization) with alcohol present must abide by either the "Bring Your Own (Alcoholic) Beverage" policy or must use a third party vendor. Simply put, chapters do not have liquor licenses and therefore cannot provide alcohol.*

## 2. CHAPTER CAN'T PURCHASE BULK QUANTITIES OF ALCOHOL

No alcoholic beverages may be purchased with chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter. Pooling of funds, "passing the hat" or maintaining "slush funds" is not permitted. The purchase and/or use of a bulk quantity or common source(s) of alcoholic beverages (e.g., kegs, cases of beer/wine) is prohibited.

*No funds collected by the chapter in any form can be used for the purchase of alcohol. THE CHAPTER IS NOT A TAVERN, so we shouldn't be in the business of providing alcohol. When we do, we take on a huge risk. Also, in today's college culture, bulk quantity of alcohol translates to most observers as an opportunity to binge drink, which creates the risk for things like alcohol poisoning, falls, deaths, and other injuries. This means that kegs, cases, punch and other mass quantities of alcohol are a HUGE risk and liability.*

## 3. ONLY THOSE 21 AND OVER CAN DRINK

No Fraternity members, individually or collectively, shall purchase for, serve, or sell alcoholic beverages to any minor (e.g., those under legal drinking age).

*It should go without saying that it is against the law to purchase for or serve to someone who is under 21 years of age. AGAINST THE LAW = RISK.*

## 4. CO-SPONSORSHIP WITH DISTRIBUTORS OR TAVERN IS NOT ALLOWED

No chapter can associate the Fraternity's name with any event sponsored by an alcohol distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

*The chapter is equally liable if they co-sponsor an event with a vendor/tavern where alcohol is present, given away, or sold to those present, even if the event doesn't take place at a bar.*

## 5. SigEp Policy Prevails

No chapter can co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

*Any chapter that CO-SPONSORS OR CO-FINANCES an event with other chapters/organizations is equally liable for an incident if any of the other groups purchase alcohol. That means the organizations SHARE THE RISK even if they are following every other part of SigEp's Risk Management Policy.*

## 6. Dry Rush and Recruitment

No alcohol may be present at any event associated with Fraternity recruitment.

*Any individual expected to make a life-changing choice (accepting a bid) cannot be counted upon to make an educated decision when under the influence of alcohol. Additionally, if alcohol is the only selling point the chapter has to offer a prospective member, then it is time for the chapter to rethink why they exist. Finally, most potential new members are under the legal drinking age, which makes it illegal for them to drink alcohol. ABSOLUTELY NO ALCOHOL can be present, even if the event doesn't take place at a bar.*

## 7. Host Only Closed Parties

No alcohol may be present at any "open event" where there is unrestricted access by non-members of the Fraternity.

*In order to further decrease risk, events with alcohol MUST HAVE A GUEST LIST and non-members of the Fraternity must have specific invitations. Know who your guests are! The campus phone directory or a list of Facebook friends does not constitute a guest list.*

## 8. Drinking Games Not Allowed

No member shall permit, encourage or participate in "drinking games." Drinking games include but are not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

*Just like bulk quantity policy #2, "DRINKING GAMES" ENCOURAGE HIGH RISK DRINKING, which increases the risk of an accident. Chapters that don't permit, tolerate, encourage, or participate in such antics significantly reduce their risk.*

## 9. Dry New Member Activities

No alcohol is allowed at any member development activity or Ritual ceremony. No alcohol shall be present at any new member program, activity or Ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, Ritual Rites of passage and initiation.

*Like "dry" rush/recruitment policy #8, THERE CANNOT BE ANY ALCOHOL INVOLVED WITH THE DEVELOPMENT OF NEW MEMBERS, even if a new member is of legal drinking age. Most new members are under the legal drinking age anyway, which means it's not only illegal, but it makes the risk and liability especially high.*

## 10. No Illegal Drugs

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES, including prescription drugs obtained without a prescription, is strictly prohibited.

*This one is cut and dry. There is ZERO TOLERANCE for chapters who have illegal drugs or controlled substances on chapter premises or at chapter events.*

# What Constitutes a Chapter Event?

SigEp's Risk Management Policy applies when alcohol is present "while on chapter premises or during a Fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity.

## Determining if the Event is on "Chapter Premises"

Is the event being hosted in your chapter house or a university-provided meeting space?          Y / N

    If so, every event you host there is considered a chapter event.

Is the event being hosted in an on- or off-campus location where you traditionally hold your events?          Y / N

    If so, events you host there would probably be considered a chapter event.

## Applying the "Reasonable Observer" Standard

**The following factors are considered when determining whether an event could be considered a chapter event by a reasonable observer.**

Is the event being hosted or planned by one or more members of the chapter and supported by the officers?          Y / N

Is the event financed by the chapter and/or being hosted on chapter property?          Y / N

Is the event being hosted or planned by one or more members and supported by members/new members?          Y / N

Do the executive board officers have prior knowledge of the event?          Y / N

Is the event listed or advertised on the chapter website or social media accounts (e.g. Facebook, Twitter, etc.)?          Y / N

Do online invitations refer to the organization (e.g. Facebook events)?          Y / N

Is the event listed on a chapter calendar (public or private)?          Y / N

Will the event be announced at a chapter meeting?          Y / N

Will officers be in attendance?          Y / N

Will the event be marketed over the chapter listserv?          Y / N

Are members renaming the event in order to give the appearance that it isn't associated with the chapter?          Y / N

If guests were stopped on their way to the event, would they say they were going to a SigEp event?          Y / N

Is the event actively or passively endorsed by a majority of the active chapter?      Y  /  N

Have members of the chapter lied about the event?      Y  /  N

# How Will Alcohol Get to the Event?

SigEp's Risk Management Policy allows chapters to host events with alcohol in one of two ways.

## BYOB (Bring Your Own Beverage)

Everyone brings their own alcohol, including members, new members, guests and alumni.

Use the use the [North American Interfraternity Conference BYOB checklist](#) to help plan your next 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 [Event Contract and Third Party Vendor Checklist](#) to help plan your next Third Party Vendor event.

# Making BYOB Events Work on Your Campus

1.  Are there any university or IFC policies that deal with BYOB events **on campus?**          Y  /  N

    Are there any university or IFC policies that deal with BYOB events **off campus?**          Y  /  N

    If so, what do those policies say?  (Do they require a specific check-in procedure?  Do they limit the number of drinks a guest can bring?)

2.  All members and guests must be "carded" at the door to verify their age.  Who is checking members' and guests' IDs at the door?

    ☐   Chapter members

    ☐   New members (allowed only if  chapter members are also participating)

    ☐   The campus police provide someone to check IDs

    ☐   The chapter has hired a licensed and insured security company ([Security Vendor Checklist](Security Vendor Checklist))

3.  How are you marking the guests, members, and new members who are **of the legal drinking age (i.e. 21 and over)?**

    ☐   Wristbands that have been dated and marked for that event

    ☐   Specific hand stamp that is unique to the event

    ☐   Other (Describe):

4.  How many drinks will you allow each person of legal drinking age to bring to the social event?
    FIPG policy limit is *six standard drinks per member and guest (e.g. a six-pack of beer, four wine coolers, etc.).*

    Beer:  # _____          Wine Coolers:  # _____

5.  How will you manage the service distribution center (i.e. the bar)?

    Where will the bar be located?  _____
    *One centralized location should be established (not a member's room) for checking in and distributing alcohol.*

    Who will be assigned to work the bar?

    ☐   Chapter members

    ☐   New members
        *DO NOT assign new members to work the bar.*

    ☐   The university provides someone to work the bar. (Preferred )

    ☐   The chapter has hired a Third Party Vendor to work the bar. (Preferred )

How many sober members will be assigned to work the bar?          _____

*DO NOT assign new members to work the bar.*

How many drinks will a member or guest be permitted to take at a time?   _____

6.     How will members and guests check in and collect their alcohol?

&#9633;     Ticket System

    Each member/guest is given one ticket per drink s/he checks in at the party.
    The tickets are personalized with the type of drink the guest brings (e.g. Miller Lite, Smirnoff Ice, etc.).
    The name of the attendee is written on the tickets.
    The member's/guest's drinks are delivered to the central bar area by a member who is working the social event.
    The member/guest redeems tickets (one at a time) for his/her drinks at the bar.

&#9633;     Punch Card System

    Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.
    The punch card is personalized with the type of drink the guest brings (e.g. Miller Lite, Smirnoff Ice, etc.).
    The name of the member/guest is written on the punch card.
    The member's/guest's drinks are delivered to the central bar area by a member who is working the social event.
    The member's/guest's ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

&#9633;     Other (Describe):

7.     How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event?

8.     How will you manage the event?

How many entrances will there be to the party?          _____
Have *only ONE entrance to the event.*

How many people are on the guest list?          _____
*FIPG attendance policy is a limit of two guests per member (see page 11 for more information).*

Who will your officer in charge be for the event?   _____

How many sober monitors will you have at the event?          _____
*Have at least one sober monitor for every 25 attendees.*

Who will serve as sober monitors for the event?   _____
*DO NOT assign only new members to serve as sober monitors.*

How will you identify the sober monitors during the event?_____

What are the responsibilities of the sober monitors during the event?

*See page 17 for additional information on managing the event.*

*For additional guidelines on implementing a BYOB event, review the* **BYOB Guidelines developed by the North-American Interfraternity Conference** *(NIC).*

# Planning a Third Party Vendor Event on Your Campus

## What is a Third Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders or who are TIPS (Training for Intervention Procedures) trained. A Third Party Vendor must:

☐ Be licensed to sell and serve alcohol in your state, county, and/or city.
Have you obtained a copy of the license from the Vendor?                                                   Y  /  N

☐ Have a minimum of $1,000,000 of general liability insurance, and should name the chapter as an additional insured and Certificate Holder.
Have you obtained a copy of the Vendor's Certificate of Insurance?                          Y  /  N

☐ Agree to cash or credit, per drink sales only to individuals over the legal drinking age (i.e. a cash bar).
Have you reviewed the Event Contract and Third Party Vendor Checklist with the Vendor?       Y  /  N

## Planning the Event

1. Are there any university or IFC policies that deal with Third Party Vendor events **on campus?**          Y  /  N

   Are there any university or IFC policies that deal with Third Party Vendor events **off campus?**          Y  /  N

   If so, what do those policies say?  (Do they require a particular amount of insurance?  Do they limit the type of alcohol that can be purchased?)

2. Have you reviewed your chapter's contract with the Third Party Vendor?

   Ensure the contract is in compliance with SigEp's Risk Management Policy:

   ☐ The contract does NOT include drink specials for members/guests as part of the room rental fee.

   ☐ The contract does NOT include a set amount of free alcohol (e.g. 10 free pitchers, 40 free well drinks, two free drinks per member, etc.).

   ☐ The contract does NOT require a minimum amount of alcohol sales during the event.

   ☐ The contract does NOT provide free drinks for officers and organizers, or drink specials for all women.

3. All members and guests must be "carded" at the door (and again at the time of purchase) to verify their age.  Who is handling this at the door?

   ☐ The Third Party Vendor

   ☐ The chapter has hired a security company (see Security Vendor Checklist)

   ☐ Chapter members

☐        New members (NOT recommended unless chapter members are also participating)

4.        How are you marking the guests, members, and new members who are **of the legal drinking age (i.e. 21 and over)?**

☐        Wristbands that have been dated and marked for that event

☐        Specific hand stamp that is unique to the event

☐        Other (Describe):

5.        How will you manage the event?

How many entrances will there be to the party?                    _____
Have only *ONE entrance to the event.*

How many people are on the guest list?                    _____
*FIPG attendance policy is a limit of two guests per member*

Who will your officer in charge be for the event?                    _____

How many sober monitors will you have at the event?                    _____
*Have at least one sober monitor for every 25 attendees.*

Who will serve as sober monitors for the event?                    _____
*Do NOT assign only new members to serve as sober monitors.*

How will you identify the sober monitors during the event?                    _____

What are the responsibilities of the sober monitors during the event?

# Building a Guest List

1.      Are there any university or IFC policies that limit the number of guests per member for chapter events?  Y   /   N

        If so, what do those policies say?

2.      Do the math. FIPG attendance policy is two guests per member/new member at your events.

| How many members and new members do you plan to have at the event? | How many guests per member and new member will you allow at the event? *FIPG attendance policy is a limit of two guests per member.* | This is the total number of guests you can invite to your social event. *The total number of attendees (members and guests) should not exceed fire code for your venue.* |
|---|---|---|
| | | |

**X**            **=**

3.      Figure out how members will add names to the guest list.

☐       Spreadsheet or Sign-Up List (see page 13 for an example)
        Create a spreadsheet and allow members to add guests' names.
        Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter house.
        Each member and new members' name should be on the list next to a blank space for each guest they're allowed to invite (e.g. two guests per member/new member).

☐       Numbered Invitations (see page 14 for an example)
        Distribute numbered invitations to each member/new member to give to his guests.
        These invitations should be printed professionally or created in a way so they can't be easily copied.  Tickets cannot be sold or bartered.
        Keep a list with each member and new member's name on it and the numbers of the invitations they were given.
        During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.

☐       Closed Facebook Event (see page 15 for more information on the appropriate use of Facebook)
        Create a closed (non-recurring) event with a specific start and end time.
        Do NOT allow friends to extend the guest list.
        Set the Privacy to "Invite Only."
        A designated member (e.g. Risk Management Chairman) should be set as the Host and administrator for the event.

Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

☐    Other (Describe):

4.     How many hours in advance will the guest list be closed?     _____
*The guest list must be closed at least 24 hours prior to the event.*

5.     How long will you keep the guest list after the event?     _____
*Keep all guest lists for at least six months following an event.*

***Members are responsible for ensuring that any guest(s) they invite follow SigEp's risk management policies and procedures in order to ensure a safe environment at the chapter's event.***

# Building a Guest List: Using a Spreadsheet or Sign-up List

## Adding Names to the Guest List

*Create a spreadsheet and allow members to add guests' names. Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter house. Each members' and new members' name should be on the list next to a blank space for each guest they're allowed to invite (e.g. two guests per member/new member).*

| MEMBER NAME | GUEST #1 NAME | GUEST #2 NAME |
|---|---|---|
| Anderson, Heath | _____ | _____ |
| Boudreaux, Walter | _____ | _____ |
| Cartwright, Rusty | _____ | _____ |

## Utilizing the Guest List at the Door

*Sort the finalized list alphabetically by the guest's last name. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.*

| GUEST NAME | MEMBER NAME | SIGNATURE | TIME IN | TIME OUT |
|---|---|---|---|---|
| Cartwright, Casey | Wade Matthews | _____ | _____ | _____ |
| Howard, Ashleigh | Heath Anderson | Ashleigh Howard | 10:04 pm | 1:32 am |
| Logan, Rebecca | Walter Boudreaux | Rebecca Logan | 11:08 pm | 11:47 pm |
| Owens, Calvin | Heath Anderson | Calvin Owens | 10:07 pm | 12:12 am |

# Building a Guest List: Using Numbered Invitations

## Adding Names to the Guest List

*Distribute numbered invitations to each member/new member to give to his guests. These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered. Keep a list with each member's and new member's name on it and the numbers of the invitations they were given.*

The men of Sigma Phi Epsilon
invite you to a date party at
Macadoo's Restaurant [123 College Street]

Friday, February 28
10:00 p.m. – 2:00 a.m.
IDs WILL BE CHECKED AT THE DOOR
Cash bar for guests over 21 years of age.

**#001**
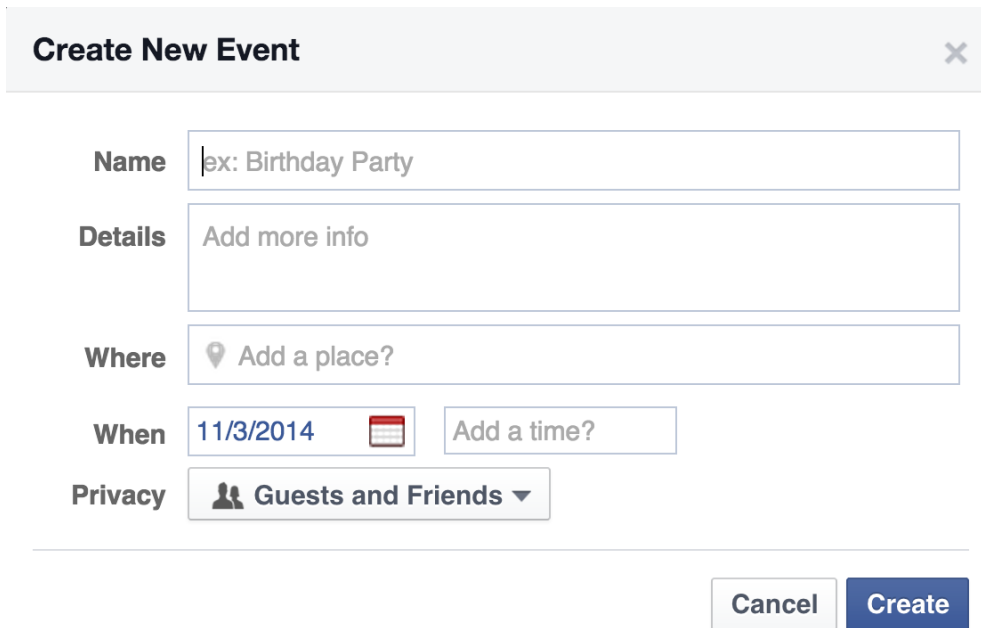
## Utilizing the Guest List at the Door

*During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.*

| TICKET | GUEST NAME | MEMBER NAME | TIME IN | TIME OUT |
|--------|------------|-------------|---------|----------|
| #001 | _____ | Rebecca Logan | _____ | _____ |
| #002 | Calvin Owens | Rebecca Logan | 9:56 pm | 11:10 pm |
| #003 | Heath Anderson | Casey Cartwright | 11:08 pm | 11:47 pm |
| #004 | Evan Chambers | Casey Cartwright | 10:03 pm | 1:29 am |
| #005 | _____ | Ashleigh Howard | _____ | _____ |
| #006 | Rusty Cartwright | Ashleigh Howard | 12:01 am | 1:36 am |

# Building a Guest List: Using Facebook

Facebook can be utilized in the process of planning and creating your guest list.  The following are some specific guidelines and reminders for using a Facebook event as your guest list.

## Creating the Event

**Create New Event** ✕

| | |
|---|---|
| **Name** | ex: Birthday Party |
| **Details** | Add more info |
| **Where** | 📍 Add a place? |
| **When** | 11/3/2014   📅   Add a time? |
| **Privacy** | 👥 Guests and Friends ▼ |

Cancel   **Create**

**When you create your Facebook event, be responsible in choosing how to describe the social event.**  The contents of your invitation may be public and should be treated as such.  Do NOT describe your event in a way that would lead other people to believe you plan to violate SigEp's Risk Management Policies.

**Any party/event must be SPECIFIC, and not simply a recurring group.  Give it a specific start/end time and location.**  Do NOT simply create a chapter party group and attempt to use it as a guest list.

**Ensure the event follows these parameters:**

☐      Set the Privacy to "Invite Only."

☐      Do NOT allow guests to invite friends.

☐      Do NOT allow members or guests to post photos or videos.

☐      Designate a Host for the event (e.g. Risk Management Chairman).

Once the event is created, the Host should invite each member's/new member's guests OR designate a period of time during which members will be given access to add guests to the event (e.g. make each member a Host for 24 hours after a chapter meeting to invite guests).

## Utilizing the Guest List at the Door

**Guests** ✕

Going (206) ▾

1.  Select the list of guests who identified they will be "Going" to the event.

2.  Click "Export guest list" to open the list of attendees in an Excel spreadsheet.

3.  Sort the finalized list alphabetically by the guest's last name. Be sure to add the name of the member inviting the guest and leave spaces for the guest's signature, time in, and time out.

# Managing the Event

## Working the Door

1.  Who is working the door?

    ☐ Chapter members

    ☐ New members (NOT allowed unless chapter members are also participating)

    ☐ The chapter has hired a security company (See Security Vendor Checklist)

    ☐ The Third Party Vendor (see Event Contract and Third Party Vendor Checklist)

2.  Who is checking IDs?

    ☐ Chapter members

    ☐ New members (NOT allowed unless chapter members are also participating)

    ☐ The campus police provide someone to check IDs

    ☐ The chapter has hired a security company (see Security Vendor Checklist)

    ☐ The Third Party Vendor (see Event Contract and Third Party Vendor Checklist)

3.  How are you marking the guests, members, and new members who are **of the legal drinking age (i.e. 21 and over)?**

    ☐ Wristbands that have been dated and marked for that event

    ☐ Specific hand stamp that is unique to the event

    ☐ Other (Describe):

4.  How many entrances will there be to the party?                    _____
    *There should only be ONE entrance to the event.*


## Sober Monitors

1.  Who will your officer in charge be for the event?

    _____

2.  How many sober monitors will you have at the event?              _____
    *Have at least one sober monitor for every 25 attendees.*

3.      Who will serve as sober monitors for the event?
       _____
        *DO NOT assign only new members to serve as sober monitors.*

4.      How will you identify sober monitors during the event?

       _____

5.      What are the responsibilities of the sober monitors during the event?
        ☐       Check members' and guests' IDs at the door to verify their age

        ☐       Manage the guest list at the door

        ☐       Mark the guests, members, and new members who are of the legal drinking age (i.e. 21 and over)

        ☐       Monitor members' and guests' policy compliance

        ☐       Other (Describe):


## Transportation

1.      Will you provide transportation to and from the event?                                    Y   /   N

                If so,  how will you do this?
                ☐       Licensed and insured transportation vendor (e.g. charter bus, taxis, shuttle buses)

                ☐       Campus safe ride program

                ☐       Pre-paid cab service

                ☐       Designated driver program

                ☐       Other (Describe):

# Planning a Co-Sponsored Event

When planning an event with another organization (e.g. a mixer/swap with a sorority), SigEp prohibits chapters from "(co-sponsoring, co-financing or attending or participating) in a function at which alcohol is purchased by any of the host chapters, groups or organizations."

In order to facilitate a successful event, you should review these questions with each of the co-sponsoring organizations.

1.    Who is the co-sponsoring organization?
      _____

2.    When and where is the event (date, time, and location)?
      _____

3.    Does the co-sponsoring organization have a risk management policy?                    Y  /  N

      If so, have you reviewed the policy?                                                  Y  /  N

      *If the co-sponsoring organization's policy is more restrictive, <u>you must follow their risk management policy</u>.*

4.    Does the co-sponsoring organization's policy require any additional event management procedures?     Y  /  N

      If so, what are they (check all that apply)?

      ☐      Alternative food and beverage (e.g. non-salty snacks and non-alcoholic beverages)

      ☐      Licensed third party transportation to and from the event

      ☐      Event registration with the national organization and/or regional volunteer

      ☐      Other (Describe):

5.    How will alcohol come to the event (if applicable)?

      ☐      Bring Your Own Beverage (BYOB)
             Everyone brings their own alcohol, including members, new members, guests, and alumni (see pages 6-8 to help plan the chapter's 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 (see pages 9-10 to help plan the chapter's Third Party Vendor event).

6.    Do each of the co-sponsoring organizations have insurance?                           Y  /  N

7.     Do each of the co-sponsoring organizations appear on all contracts for the event?         Y  /  N

8.     Does the event have a theme?         Y  /  N

   Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

   ☐     Does NOT rely on the stereotypes of certain groups.

   ☐     Does NOT encourage offensive dress or costumes.

   ☐     Does NOT stereotype men or women.

   ☐     Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.

   ☐     Is NOT centered on making fun of a particular group of people, culture, or organization.

   ☐     Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

9.     Who is the co-sponsoring organization's officer in charge? _____

10.     How many sober monitors will the co-sponsoring organization provide for the event? _____

11.     How will you identify sober monitors during the event? _____

12.     What are the responsibilities of the sober monitors during the event?

   ☐     Check members' and guests' IDs at the door to verify their age

   ☐     Manage the guest list at the door

   ☐     Mark the guests, members, and new members who are of the legal drinking age (i.e. 21 and over)

   ☐     Monitor members' and guests' policy compliance

   ☐     Other (Describe):

13.     Have you reviewed SigEp's Crisis Management Plan with the co-sponsoring organization?         Y  /  N

14.     What additional steps will the co-sponsoring organization take to help reduce risk during the event?