

Planning Third Party Events

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." In the event policies conflict, the stricter policy always prevails.

What's a chapter event?



Use the duck test...

If it looks like a duck, quacks like a duck, waddles like a duck, that's reason enough to assume it's a duck.

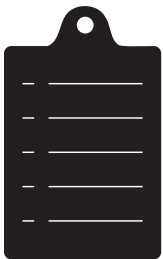
What's a third party vendor?



A third-party vendor should...

- Be licensed to sell and serve alcohol in your state, county, and/or city.
- Have a minimum of \$1,000,000 of general liability insurance, and should name the chapter as an additional insured and Certificate Holder.
- Agree to cash or credit, per drink sales only to individuals over the legal drinking age (i.e. a cash bar)

How can you manage an event?



Plan the logistics ahead of time...

- Work the door & check IDs
 - Chapter members
 - Security
 - Third party vendor
- Marking guests 21+
 - Use wristbands or stamps
- Sober monitors
 - 1 per 25 attendees
 - Have one officer in charge
- Transportation
 - Decide if and how to provide transportation

What's a guest list?

FIPG attendance policy is two guests per member/new member at your events. The total number in attendance can only be three times the number of chapter membership.

1 Member 2 Guests 3 Total People

