

## HOW TO UTILIZE MEMBER SAFETY RESOURCES TO PLAN SAFE EVENTS

Here is a step-by-step process to utilize six key resources that will help you plan a safe event. These resources will enable you to carefully think through the planning process and ensure your chapter is creating a safe and healthy environment for your brothers and guests.

### **Step 1 – Complete the [Social Event Planning Guide](#) document.**

This planning guide provides you with a workbook to help you:

- Understand what constitutes a chapter event
- Develop the procedures to host a BYOB or Third Party Vendor event
- Create a guest list and manage the door all in compliance with the Risk Management Policies of Sigma Phi Epsilon.

You should complete the workbook as if you were planning a BYOB or Third Party Vendor event.

While this resource contains best practices, there might be additional procedures that your chapter can execute in order to follow the Risk Management Policies of Sigma Phi Epsilon. Our recommendation is that you complete the planning guide for every Sigma Phi Epsilon event in order to identify the procedures you need to implement so you can remain in compliance with fraternity policies and create a safe environment for your brothers and guests.

### **Step 2 - Review the [BYOB Guidelines](#) and the [Event Contract and Third Party Vendor Guidelines](#) which contain many good risk reduction procedures.**

### **Step 3 – Review the [Designated Driver Guidelines](#) document which contains the correct guidelines for developing a designated driver system.**

### **Step 4 – Review the [Sober Monitor Resource](#) which discusses the right way to run a sober monitor program.**

### **Step 5 – Complete the [Risk Management Policy and Procedures Template](#) document.**

The first section of this template is the Risk Management Policies of Sigma Phi Epsilon Fraternity. Your chapter does not need to adopt additional rules in order to be in compliance.

The second section is what requires critical thinking. Use the information from the Social Event Planning Guide and the BYOB, Event contract and third party vendor, sober monitor and designated driver resources to insert the step-by- step bullet point procedures for all areas listed.

The third section contains the crisis management procedures for Sigma Phi Epsilon. Insert the appropriate contact information and post this information in the chapter facility.

### **Step 6 – Insert/attach any university, Greek or IFC policies/procedures/event registration into your procedures document.**

If you have any questions about these resources, please contact Risk Management Director, [Kathy Johnston](#).