

Steps to Planning Fraternity/Sorority Off-Campus Events

- Step One:** Planning Guidelines for Fraternity/Sorority Off-Campus Events. *This is a guide for pre-event planning, and is for your benefit.* (yellow)
Step Two: Fraternity/Sorority Off-Campus Event Registration Form. *This is required. Submit this to Student Life & Leadership.* (green)
Step Two ½: Fraternity/Sorority Off-Campus Event Form: Guest List and Alcohol Instructions *This may be required in addition to Step Two.* (green)
Step Three: Fraternity/Sorority Post-Event Evaluation & Notes for Future Planning. *This is for your benefit and is retained by the chapter officer.* (gold)

Date

- Check out the campus calendar: <http://www.csusm.edu/calendar/>
 GLC calendar: <http://www.csusm.edu/sll/greek/activealumniresources.html>

Event Description

- How does this connect to your chapter's mission and values?

Theme

- Does this represent your chapter and the Greek community well?
 Would you invite a professor or family member to this event?

Location

- Who will visit the site prior to the event, and when?
 Identify an alternate location if weather is an issue.

Planning Timeline (**REQUIREMENT**)

- 3 weeks out**, the Fraternity/Sorority Off-Campus Event Registration Form is due to SLL.
 3 days out, the guest list is due, if applicable.
 Does National Office need forms? If so, by when?

Parking and Transportation (**REQUIREMENT**)

- Additional paperwork is required if transportation departs from/returns to campus.

Budget

- What is your budget?
 Will you apply for ASI funding? Check deadlines.
 Will you co-sponsor with another organization? Determine how items will be divided and paid.

Risk assessment

- See grid on reverse.*
 Who is the Risk Management officer in your chapter? How is your event coordinator working with this officer?
 Each officer who plans events should have a copy of your chapter's event planning manual or guidelines.
 Your National Office may have additional guidelines.

Target audience

- Size? Will you need additional staffing or support?
 CSUSM students Non-students
 Are you inviting advisors, alumni, or university staff?

Advertising

- Visit SLL for current campus posting policies.
 Should not advertise until the Registration form has been submitted.

Volunteer assignments

- Set-up and clean-up
 Pick up (food, decorations)
 Specific needs during event: risk management or safety monitors

Contracts

- Examples of common contracts: DJ, band, rented space.
 Are you able to sign contracts on behalf of your chapter?
 Does an advisor or the National Office need to review the contract?
 Does National Office need a Certificate of Insurance (COI) when you rent an establishment from or engage the services of a third-party vendor? *What to look for:*
- When renting an establishment, you should have evidence of General Liability coverage.
 - When the establishment is providing alcohol-related services, you should have evidence of Liquor Liability and Worker's Compensation coverages. *See also "Steps to Planning Events with Alcohol" form.*
 - When hiring group transportation, you should have evidence of Automobile Liability coverage.

	List potential risks	List specific strategies you will use to minimize or eliminate risk
<p>Physical Physical risks can include things such as: food poisoning, injuries that may result from physical activities, and/or injuries that may result from travel related accidents.</p>		
<p>Reputation Reputational risks are those things that may result in negative publicity for your organization, the CSUSM community, your advisor and/or the venue where you will be holding your event.</p>		
<p>Emotional Emotional risks are those things that can cause a participant at your event to feel alienated or can negatively impact the feelings of a member or members of the CSUSM community.</p>		
<p>Financial Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event.</p>		
<p>Facilities Facility risks are those things which may cause property damage, or prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event).</p>		

Other event planning resources and risk management guides:

- www.fipg.org Fraternal Information & Programming Group
- <http://kirklin.com> HRH/Kirklin is a fraternity insurance provider
- <http://www.abc.ca.gov/> California Alcohol and Beverage Control (ABC)

Steps to Planning Fraternity/Sorority Off-Campus Events: EVENTS WITH ALCOHOL

Events that involve alcohol require special planning. Additional items to consider:

- | | |
|--|--|
| <input type="checkbox"/> Theme of the event (<i>Does your theme promote excessive drinking?</i>) | <input type="checkbox"/> Transportation considerations for guests unable to remain at the event |
| <input type="checkbox"/> Offering non-salty food, free of charge | <input type="checkbox"/> Responding to intoxicated persons at the event: |
| <input type="checkbox"/> Offering non-alcoholic beverages, free of charge | <input type="checkbox"/> those who arrive intoxicated |
| <input type="checkbox"/> Guest list | <input type="checkbox"/> those who become intoxicated |
| <input type="checkbox"/> Method for checking ID's: who, where | <input type="checkbox"/> those who attempt to leave in an intoxicated state |
| <input type="checkbox"/> Type of wristbands | <input type="checkbox"/> Review of your chapter's written plan for hosting an event with alcohol |
| <input type="checkbox"/> Hiring a licensed security agency | |
| <input type="checkbox"/> Crisis plans | |

You need to submit the *F/S Off-Campus Event Form: Guest List and Alcohol Instructions* to SLL in addition to the *F/S Event Registration Form*.

What is an open party? An open party is an event with unrestricted access where alcohol is served. When a location is open to regular customers, this makes it an "open party."

- **OPEN PARTIES ARE NOT ALLOWED**, per FIPG and National Office policies.
- To avoid "open parties," the host chapter must enforce their pre-arranged guest list, and not add any names to the guest list at the entrance to the event.
- Alcohol Beverage Control (ABC) has the exclusive power, in accordance with laws enacted, to license and regulate the manufacture, importation and sale of alcoholic beverages in this State. It also has the power for good cause to deny, suspend or revoke any specific alcoholic beverage license. (Section 22 of Article XX, California Constitution)

Can the location let anyone into our event?

No. If the location is letting regular customers into your event, it becomes an **open event**. If you cannot afford the cost to rent the facility for the exclusive use by your members and guests, see if the venue will allow you to rent out a portion of the facility (i.e. a special party room or wing). Some venues (restaurants or clubs) will rent out their porch, back room, etc. for a reduced cost.

What about security?

- Recommended ratio: 1 guard per 50 guests.
- Security guards should be easily distinguished from guests.
- Station the security guards in strategic areas such as entrances, exits, secluded parts of the event site and/or designate a roaming guard.

How do we enforce a guest list?

Hiring a security officer is the best way to monitor a guest list. It is challenging for members to turn away friends, alumni, etc. that are not on the pre-determined guest list. Use a hand stamp to designate party guests and wristbands to identify guests that are of legal drinking age.

- To keep the party manageable, it is recommended to have no more than 3 guests per member at an event with alcohol.

What is the benefit to having a guest list?

- You have an accurate count of the number of people planning to attend your event, and you can plan accordingly.
- It makes the event a "closed event."
- If something unfortunate (fight, sexual assault, accident) were to happen at your event, you have record of who was in attendance. This can be helpful for a number of reasons such as:
 - If those involved in the incident were a CSUSM student(s), it may be possible to assist them (in the case of an injury) or hold them responsible as an individual for their behavior
 - Records would be of assistance to an investigating agency regarding responsibility and accountability.