



Social Notification and Event Planning Form

Fraternities and Sororities

- This form can be electronically completed. Complete the form, save to your computer and e-mail as an attachment
- Forms must be submitted, with a guest list to the Office of Student Organizations no later than 48 hours prior to the event. The event will not be considered in good standing until this form is submitted.
- Events with an anticipated attendance of more than 100 people require a Third-Party vendor. The Social Notification and Planning Form for events requiring a Third-Party vendor must be submitted two-weeks prior to event and before any advertising is distributed. A copy of the advertisement must be included with this form. A guest list must be submitted no later than 48 hours prior to the event.
- Clarkson University Risk Management and FIPG policies are in effect at all events, regardless whether alcohol is present. Refer to the attached risk policies and guidelines.

Section 1 - Event Information

Name of Chapter Organizing Event

Name of Co-sponsor (s) (other chapters participating in this event)

Event Title (if applicable)

Overview of Event (what is the nature of this event - social, community service, other)

Date of Event

Location of Event

Start/End Time of Event

Total number of guests/members who will attend this event. All events must include a guest list.

Section 2 - Contact information

Primary Contact for Event

Local Address (including campus mailbox #)

E-mail Address

Telephone Number

Section 3 - Alcohol Monitoring

Will alcohol be permitted at this event? Yes No

What times will alcohol be permitted at this event?
(Alcohol service must end one-hour prior to the end of the event) _____

Who will provide the alcoholic beverages? BYOB Licensed third-party vendor

Who will monitor the distribution of alcoholic beverages? Chapter members of legal age *
 Professional bartender
 Other: _____

* The following people are designated party monitors. One monitor per 20 guests - minimum of four monitors. Persons monitoring alcohol must not consume alcohol before or during the event.

Name of Monitor	Chapter	Name of Monitor	Chapter

How will the legal drinking age of attendees be identified? Chapter member at the entrance of the event
 Professional bartender
 Security guard *
 Alumni
 Other: _____

* If a security guard will verify the legal drinking age of attendees, provide the following information.

Name of Company	Contact Name	Phone Number

How will those of legal drinking age be identified? Wristband
 Non-transferrable hand stamp
 ID checked each time
 Other: _____

What procedures will be taken if minors are observed drinking? _____

Who will be the designated drivers at the event? One designated driver per 50 guests - minimum of two drivers. Designated drivers must not consume alcohol before or during the event.

Name of Monitor	Chapter	Name of Monitor	Chapter

Clarkson University Risk Management and FIPG policies are in effect at all events, regardless whether alcohol is present. Refer to the attached BYOB and Third Party Vendor Guidelines.

If the event is on-campus, ARAMARK is the required Third-Party vendor for alcohol service and food. Chapters must also contract with a Third-Party vendor for off-campus events with alcohol if the anticipated attendance exceeds 100 people.

Section 4 - Food and Non-Alcoholic Beverages

Will ample food and non-alcoholic beverages be available? Yes No

Who will be providing these items? Chapter
 Caterer
 Other: _____

Section 5 - Risk Management

Who is responsible for ensuring compliance with the risk management policies of the chapter, Clarkson University, and FIPG risk management policies? This person is also responsible for posting the BYOB and Third-Party Vendor guidelines at the event.

Name	Position	Chapter
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Section 6 - Review

After an initial review of this form, you may be asked to provide additional information that addresses the following:

- How alcohol will be served if someone other than ARAMARK is the third-party vendor?
- What additional precautions will be taken to ensure the safety of individuals, respect for property, and compliance with applicable laws and policies?
- How moderate use of alcohol will be encouraged?

I have read the attached risk management policies, BYOB, and Third-Party Vendor guidelines and will be responsible to see that these policies are adhered to during this event

Name of Primary Contact for Event (your name serves as your electronic signature)