

# Collegiate Panhellenic and Interfraternity Council

## Form "B"

### For Non-Third Party Vendor Events

**\*\*ALL PARTICIPATING CHAPTERS MUST COMPLETE THIS FORM\*\***  
 ~FORM & ALL REQUIRED INFORMATION DUE FRIDAY BEFORE THE EVENT @ 5:00PM~

**Chapter Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Going to be held in Conjunction with another Chapter:**  Yes  No **If yes, with whom:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_ **Event Location:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Address (street, city, state):** \_\_\_\_\_

**Time of Event:** Begins \_\_\_\_\_ **Concludes:** \_\_\_\_\_

**Number of Members to be Present:** \_\_\_\_\_ **Number of Guests:** \_\_\_\_\_ **Total Attendees \*500 max:** \_\_\_\_\_

**Number of Entrances to Event:** \_\_\_\_\_ **Number of Exits:** \_\_\_\_\_

**Alternative Food:** Money Allotted: \$ \_\_\_\_\_ **Alternative Food:** \_\_\_\_\_ **Alternative Beverage:** \_\_\_\_\_

**Note: Alternative beverage should be single use container suited for individual use**

**Food must be an item that does not require preparation to eat**

**Entertainment Description:** \_\_\_\_\_

<p><b>Social Chairs</b></p> <p>Name _____ Phone _____</p> <p>Name _____ Phone _____</p> <p><b>Bartenders</b> *Must be over 21</p> <p>Name _____ Time _____</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p><b>Designated Drivers</b></p> <p>Name _____</p> <p>1) _____</p> <p>2) _____</p> <p style="text-align: center;">~Must be from Chapter completing this form~</p>	<p><b>President</b></p> <p>Name _____ Phone _____</p> <p><b>Risk Management Chair</b></p> <p>Name _____ Phone _____</p> <p><b>Door Monitors</b> *Monitors are legally liable for all alcohol that leaves the premise</p> <p>Name _____ Time _____</p> <p>1) _____</p> <p>2) _____</p> <p>1) _____</p> <p>2) _____</p> <p>1) _____</p> <p>2) _____</p>	<p><b>Person Filling Out Form</b></p> <p>Name _____ Phone _____</p> <p><b>Sober Monitors</b> *Indicates monitor needed for each additional 50 attendees over 300</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>*6) _____</p> <p>*7) _____</p> <p>*8) _____</p> <p>*9) _____</p>
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The chapter does hereby accept full responsibility for the event stated above. In accepting this responsibility, the chapter will make certain that all State and City laws, University Alcohol Policies and Guidelines, as well as national fraternity policies are enforced. The chapter understands that the chapter is required to regulate the behavior of all individuals at the event. The chapter agrees that upon direction of the Events Review Board, Greek Affairs Coordinator, or University Official, the chapter will immediately close the event. Finally, the chapter understands that failure to abide by all stipulations of this agreement and The Events Policy may be grounds for closing the event and potential disciplinary action. The chapter understands that a chapter cannot host this event without having the event approved by The Events Review Board.

**P LEASE ATTACH ( only one set for each function ) :**  
**5 Male Invitations and 2 Female Invitations**

**Social Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_