Social Events: Tips/Troubleshooting

General Tips for All Forms

- All events held between multiple Greek Chapters requires EVERY Chapter to fill out the necessary form(s) & submit them.

- Themes: Any theme that is derogatory, racist, sexist, dangerous, culturally insensitive, suggestive, etc. are not tolerated. Consider what this event looks like to those in the community (Greek & non-Greek) and how the theme and costuming reflects the values we uphold.

- For the “Description of Event” section on Forms A, B, C, and D, provide an actual theme (i.e. “Coastal Paradise,” “Back to the 80’s”). Events such as “Wine Wednesday,” “Dance/Music Party,” “Basement Party,” etc. do not pass through the review process.

- For the “Entertainment Description” section on Form D’s, provide a brief explanation of the activities being held during the event (i.e. costume contest, live music/DJ, speed dating, decorating cookies, etc.).

- Sober Monitor Rule-of-Thumb (Form A & Form B)
  - 300 attendees = at least 5 monitors
  - 350 attendees = 6 monitors
  - 400 attendees = 7 monitors
  - 450 attendees = 8 monitors
  - 500 attendees = 9+ monitors
  - *For each additional 50 attendees, 1 more monitor must be added. Always round up!

- For the alternative food & beverage, you should not provide salty foods or sugary drinks as alternatives.
  - Food examples: granola bars, animal crackers, fruit snacks, unsalted pretzels, pizza, etc.
  - The best beverage to serve is bottled water.

Form A’s {Third Party Vendor Events}

- *Due 14 Calendar Days BEFORE the Event @ 5:00PM - The Office of Greek Affairs*
- Common Events: Formal, Semi-Formal, Bus Party, Wine Tasting, Alumni Dinner, etc.
- Must Have…
  - 1 Invitation (Chapter Name, Date(s)/Time, Location Address, IFC Events Policy*)
  - Third-Party Vendor Contract (pages 2-3 of Form A)
  - Copy of Vendor’s Liability Insurance (must cover at least $1,000,000 / occurrence)
  - Copy of Vendor’s Liquor License
- *IFC Events Policy: BYOB, No glass bottles, No alcohol over 20 proof, Six (6) beer/beverage limit, Limit one (1) beer/beverage at a time, Guests restricted to venue area
- Don’t forget the Sober Monitors!
Form B’s {Non-Third Party Vendor Events}

- *Due 14 Calendar Days BEFORE the Event @ 5:00PM - The Office of Greek Affairs*

  - **Common Events:** Alcohol permitted gatherings on Chapter property; Formal/Holiday Dinner
  - **Must Have…**
    - 5 Male & 2 Female Invitations (Chapter Name, Date/Time, Location Address, IFC Events Policy)
    - Used for the members of the Events Review Board
  - Don’t forget the Sober Monitors & Bartenders!

Form C’s {Dry Third Party Vendor Events}

- *Due the Tuesday BEFORE the Event @ 5:00PM - The Office of Greek Affairs*

  - **Common Events:** Brotherhood/Sisterhood Events - bowling, movie theater, sporting event
  - **Must Have…**
    - Dry Third Party Vendor Contract (pages 2-3 of Form C)
    - Certificate of Insurance (must cover at least $1,000,000 / occurrence)

Form D’s {Dry Non-Third Party Vendor Events}

- *Due the Tuesday BEFORE the Event @ Midnight - Office of Greek Affairs Website Resources Tab*

  - **Common Events:** Social events on property; see examples below
  - **Must Have…**
    - Online Submission of Form D

  - **Additional Dry Social Event Ideas:**
    - Dinner Exchange; involves two Chapters and each sends half of their members to eat dinner at their social event pairings’ Chapter house and half stays to meet the guests visiting
    - Ice Skating Social
    - Ice Cream/Dessert Bar Social
    - Sports Tournament with another Fraternity/Sorority (i.e. 3v3 basketball tournament)
    - Partner Putt-Putt Golf Course around Chapter House
    - Ugly Sweater Social to help decorate chapter house/make and decorate cookies
    - Board Game Night
    - Movie Night
    - Community Service Social (highway cleanup, habitat for humanity)
    - Pumpkin Carving Social
    - Swing, Salsa, Hip Hop, etc. Dance Social / Educational Session
    - Educational Night Social (bring in speaker to learn about topic, ex. Alcohol Abuse)
    - Karaoke Social (80’s Joel Only)
    - Bowling Social (The MU has a bowling alley!)
    - Golf Outing/Driving Range Social
    - Newlywed Game Social

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