

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 14 CALENDAR 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: _____

Social Chairs	
Name _____	Phone _____
Name _____	Phone _____
Bartenders	
<i>*Must be over 21</i>	
Name _____	Time _____
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
Designated Drivers	
Name _____	
1) _____	_____
2) _____	_____
~Must be from Chapter completing this form~	

President	
Name _____	Phone _____
Risk Management Chair	
Name _____	Phone _____
Door Monitors	
<i>*Monitors are legally liable for all alcohol that leaves the premise</i>	
Name _____	Time _____
1) _____	_____
2) _____	_____
1) _____	_____
2) _____	_____
1) _____	_____
2) _____	_____

Person Filling Out Form	
Name _____	Phone _____
Sober Monitors	
<i>*Indicates monitor needed for each additional 50 attendees over 300</i>	
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
*6) _____	_____
*7) _____	_____
*8) _____	_____
*9) _____	_____

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:** _____

