



## EVENT/ACTIVITY PLANNING GUIDE

### *What Constitutes an Event*

Factors that may make it more likely for an event to be deemed a fraternity or sorority event are, but are not limited to:

- If the event is announced at an organization meeting
- If t-shirts are made for the event
- If officers of the organization have knowledge or have planned the event
- If it takes place before or after an official organization event
- If it takes place at an establishment that is associated with the organization
- If pictures found on the internet (Instagram) suggest organization involvement
- If there is a clearly followed theme to the event which suggests coordination
- If the event is sponsored or endorsed by an organization, in-person or online, including those that occur on or off campus

**The follow questions may guide you to better understand if your activity may be considered an event.**

- Is the event being hosted in your chapter house or a university-provided meeting space?  
*If yes, every event you host there could be considered a chapter event.*
- Is the event being hosted in an on or off campus location where you traditionally hold your events?  
*If yes, every event you host there could be considered a chapter event.*
- Is the event being hosted or planned by one or more members of the chapter and supported by the Exec?  
*If yes, this activity could be considered an event.*
- Is the event being hosted or planned by one or more members and supported by members/associate/new members?  
*If yes, this activity could be considered an event.*
- Does the Executive Council have prior knowledge of the event?  
*If yes, this activity could be considered an event.*
- Is the event on the chapter official/unofficial social media accounts [e.g. Instagram, GroupMe, Twitter, etc.]?  
*If yes, this activity could be considered an event.*
- Are members attempting to rename the event in order to give the appearance that it isn't associated with the organization?  
*If yes, this activity could be considered an event.*
- If guests were stopped on their way to the event, would they say they were going to a the "XYZ" event?  
*If yes, this activity could be considered an event.*
- Is the event actively or passively endorsed by a majority of the active chapter?  
*If yes, this activity could be considered an event.*
- Have members of the chapter lied about the event?  
*If yes, this activity could be considered an event.*

### *How to Register an Event*

All organization events and activities (on-campus, off-campus, and online) must be registered with the Office of Student Organizations. To get the most updated information on how to register events [click here](#).

### *How to Register an Event with Alcohol*

In addition to following the process for registering any event. The organization should review the [Student Organization Handbook](#) for more guidelines and expectations regarding events with alcohol present.

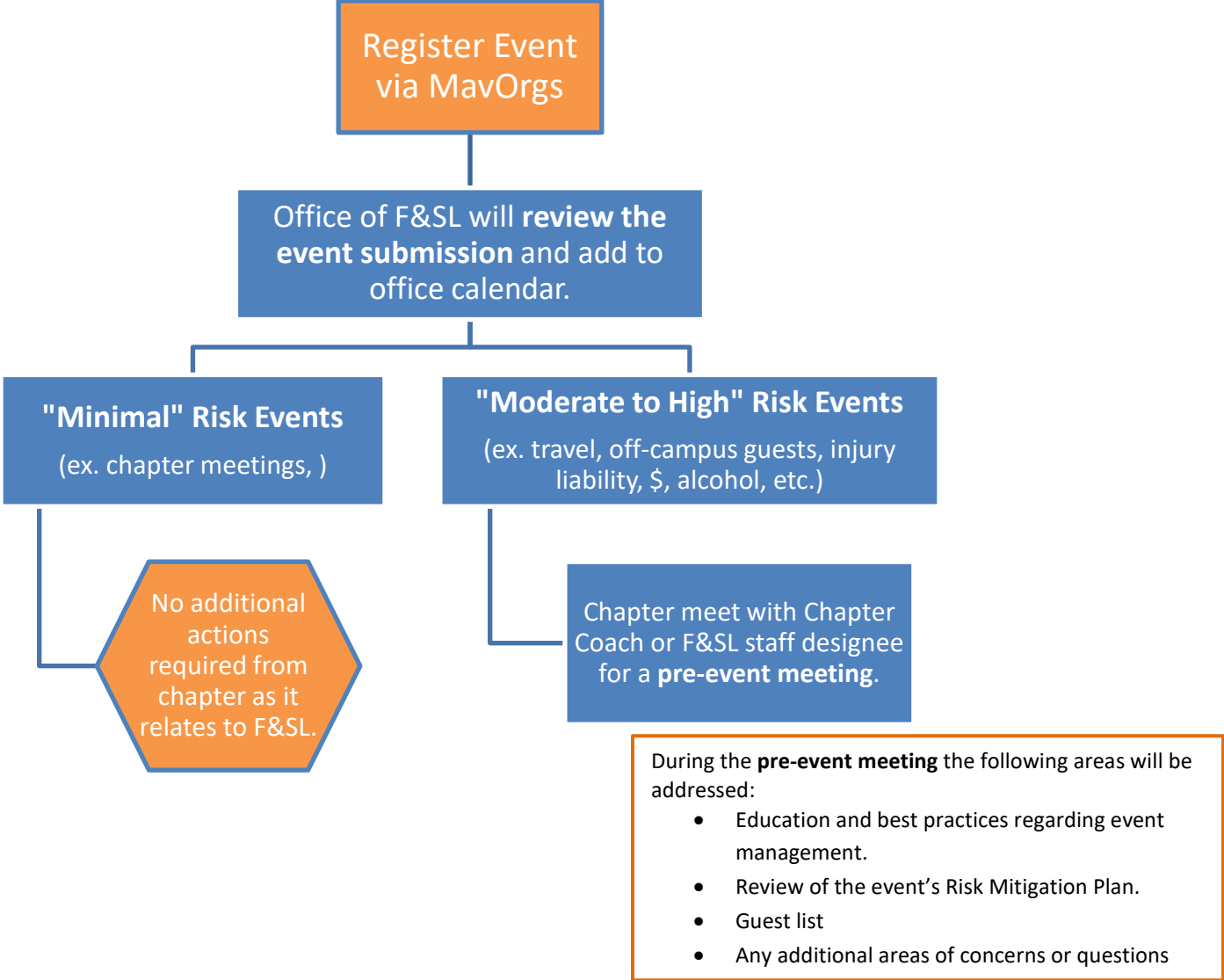
### *Risk Management Plan*

This plan is to allow organization event planners to analyze and proactively consider areas of risk for a particular event. The event planners should complete the risk mitigation plan prior to the pre-event meeting with an office of F&SL staff member. It is highly encouraged that the event planner discusses the risk mitigation plan with the organization's risk management officer, chapter leadership, and chapter advisor to ensure that all considerable areas of risk have been addressed.

Events that could require a pre-event meeting and submission of risk mitigation plan. NOTE: This list is not exhaustive.

- Events with alcohol
- Events with ticket sales or money handling
- Fundraising events hosted at an establishment that serves alcohol
- Events with contact sports or water sports
- Events with transportation
- Events with non-chapter member guests
- Semi-Formals/Formals
- Events held over 50-miles away from campus

*F&SL Chapter Event/Activity Review Flow Chart*



## Additional Resources to Help in Event/Activity Planning

### Event Details

1. Who is planning the event?

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Officer Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Name/Theme of event: \_\_\_\_\_

2. Date of the event: \_\_\_\_\_

3. Time of the event: Start time \_\_\_\_\_ AM PM – End time \_\_\_\_\_ AM PM

4. Location of event:

- Chapter Property
- Rented Facility (Hotel, Restaurant, Third-Party Venue, etc.)
- Member(s) Residence
- Other: \_\_\_\_\_

5. Purpose of event:

- Recruitment
- Educational
- Social/Mixer
- Formal
- Philanthropy
- Service
- Other: \_\_\_\_\_

6. Which best describes the event below? Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Dry event (no alcohol)           | <input type="checkbox"/> Recruitment  |
| <input type="checkbox"/> Member Event Only                | <input type="checkbox"/> Service  |
| <input type="checkbox"/> Fundraiser                       | <input type="checkbox"/> Event with one other fraternity / sorority           |
| <input type="checkbox"/> Member and Date Event            | <input type="checkbox"/> Event with more than one other fraternity / sorority |
| <input type="checkbox"/> Philanthropy                     | <input type="checkbox"/> Event with one other non-fraternal student group     |
| <input type="checkbox"/> Third Party Vendor at a location | <input type="checkbox"/> Event with more than non-fraternal student group     |
| <input type="checkbox"/> New member event                 | <input type="checkbox"/> Event with one university department                 |
| <input type="checkbox"/> Sport                            | <input type="checkbox"/> Event with more than one university department       |
| <input type="checkbox"/> Parent/Family Event              |   |

7. The activities below could be considered *moderate/high* risk events. Does the planned event contain any of the following?
- |   |   |
|---|---|
| <input type="checkbox"/> Bring your own gun (trap/skeet shooting)         | <input type="checkbox"/> Bonfires   |
| <input type="checkbox"/> Sky diving/ parasailing/bungee jumping           | <input type="checkbox"/> Tug-o-war  |
| <input type="checkbox"/> Travel (car-pooling, self-drive, busses)         | <input type="checkbox"/> Rock Climbing  |
| <input type="checkbox"/> Building of temporary structures                 | <input type="checkbox"/> Team building events that include make-shift ropes courses, trust falls, blindfolded guided walks (etc.) |
| <input type="checkbox"/> Pools  | <input type="checkbox"/> Events take place at heights more than one to two feet from the ground                                   |
| <input type="checkbox"/> Mechanical Bulls                                 | <input type="checkbox"/> Event with live animals present (e.g., rodeo, petting zoo).  |
| <input type="checkbox"/> Bounce Houses/Inflatables                        | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Slip & Slides/Any other water feature            |   |
| <input type="checkbox"/> Obstacle course                                  |   |
| <input type="checkbox"/> Contact sports (e.g. sand volleyball, dodgeball) |   |
8. Have any written contract or agreement been signed for any part of this event? **Yes or No**  
(see [Contracts Template for Third Party Vendors](#) if a Vendor does not present a contract to you.)
- Food caterer: \_\_\_\_\_
  - Security guards: \_\_\_\_\_
  - Bus/transportation company: \_\_\_\_\_
  - Third party vendor: \_\_\_\_\_
  - University facility: \_\_\_\_\_
  - Hotel venue: \_\_\_\_\_
  - Sports field: \_\_\_\_\_
  - DJ: \_\_\_\_\_
  - Band: \_\_\_\_\_
  - Artist: \_\_\_\_\_
  - Facilities/Grounds (restrooms and waste management): \_\_\_\_\_
  - Other: \_\_\_\_\_
9. How will alcohol get to the event?  
*Please consult the university and your inter/national organization's risk management policy for additional guidance and policies.*
- Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]  
*Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.*
  - Dry Event [No alcohol will be present]

## Planning a Third-Party Vendor Event

### What is a Third-Party Vendor?

Examples of Third-Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders. Any events/activities with alcohol must be hosted at a third-party vendor.

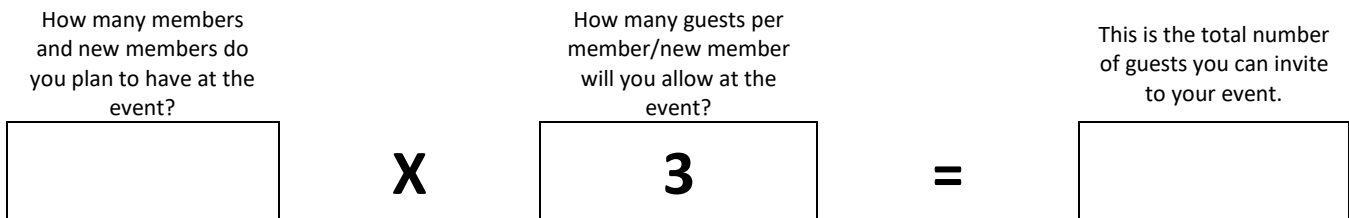
### Planning the Third-Party Vendor Event

Have you reviewed your chapter's contract with the Third-Party Vendor? **Yes or No**  
It is recommended that you reach out to your headquarters for contract questions and review.

The contract should be signed and dated by both the person authorized by your respective organization (i.e. chapter president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Inter/national fraternity requirements. (see [Contracts Template for Third Party Vendors](#) if a Vendor does not present a contract to you.)

## Building a Guest List

Do the math, the UTA F&SL Event/Activity Policy limits **three guests per member/new member** at events where alcohol is present.



The total number of attendees (members and guests) should not exceed fire code capacity for the venue.

### 1. Figure out how members will add names to the guest list. [see [Building A Guest List](#)]

Spreadsheet or Sign-Up List

Create a spreadsheet and allow members to add guests' names.

Bring the list to a chapter meeting or post it online.

Each member and new members' name should be on the list next to a blank space for each guest they're allowed to invite [Remember: three guests per member/new member].

Numbered Invitations

Distribute numbered invitations to each member/new member to give to their guests.

These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.

Keep a list with each member/new member's name on it and the numbers of the invitations they were given.

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation

Online Ticket System (e.g. Eventbrite, Facebook, etc.)

Create a closed [non-recurring] event with a specific start and end time.

Do NOT allow friends to extend the guest list.

Set the Privacy to "Invite Only."

A designated officer [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.

Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

Other [Describe]: \_\_\_\_\_

- How many hours in advance will the guest list be closed? \_\_\_\_\_  
*Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.*

### Managing the Event

#### Theme

- Does the event have a theme? **Yes or No**

*If yes, what is the theme?* \_\_\_\_\_

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- Does NOT rely on the stereotypes of certain groups.
- Does NOT encourage offensive dress or costumes.
- Does NOT stereotype men or women.
- Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
- Is NOT centered on making fun of a particular group of people, culture, or organization.
- Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

#### Event Monitors [see [Sober Monitor Resource](#)]

- Who will your officer in charge be for the event? \_\_\_\_\_
- How many event monitors will you have at the event? \_\_\_\_\_  
*Suggested organizational guidelines are one event monitor for every 15 attendees.*
- What is the system/process for selecting event monitors?  
*Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.*

- List the names / phone numbers for the assigned event monitors.

Name	Phone	Name	Phone
_____	_____	_____	_____
Name	Phone	Name	Phone
_____	_____	_____	_____
Name	Phone	Name	Phone
_____	_____	_____	_____
Name	Phone	Name	Phone
_____	_____	_____	_____

- How will you identify event monitors during the event so a member/guest could easily recognize them?

- What are the responsibilities of the event monitors during the event?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door
- Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance
- Other [Describe]: \_\_\_\_\_

7. Are you hiring security for the event? If so, what are their responsibilities?
8. Is the venue providing security for the event? If so, what are their responsibilities?

### Transportation

1. Will you provide transportation to and from the event? **Yes or No**  
*If yes, how?*
  - Licensed transportation vendor [e.g. charter bus]
  - Pre-paid car service
  - Designated driver program  
*[consult the risk management policy of your organization prior to selecting this option // see [Designated Driver Guidelines](#)]*
  - Other [Describe]: \_\_\_\_\_
2. What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event?

### Construction/Decorations

1. Will there be any special construction/decorations for this event? **Yes or No**  
*If yes, please describe:* \_\_\_\_\_  
\_\_\_\_\_

Persons and/or company performing construction and contact information:

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

### Prevention Questions

1. How many entrances will there be to the party? \_\_\_\_\_  
*It is safest to only have ONE entrance to the event.*
2. Is this event is planned to exceed five hours in duration? **Yes or No**  
*Please explain why this event will exceed five hours.*
3. Will ample food, other than snacks and non-alcoholic beverages be available? **Yes or No**  
*Who will provide the food?* \_\_\_\_\_  
*What food/beverages will be served?* \_\_\_\_\_
4. Are glass bottles prohibited from the event? **Yes or No**
5. Will this event involve any physical activity? **Yes or No**
6. Will doors to residential living be locked / secured during the event? **Yes or No**
7. Will you stop the service of alcohol at least one hour before the event ends? **Yes or No**
8. Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? **Yes or No**



9. Will you ensure no illegal drugs and controlled substances are at the event? **Yes or No**
10. Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? **Yes or No**
11. Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur? **Yes or No**
12. Please describe any specific prevention plans from the above areas.

**Crisis Management Plan**

1. Do you have a crisis management plan in place for the event? **Yes or No** [see [Crisis Management Plan](#)]

*If yes, please describe:* \_\_\_\_\_  
\_\_\_\_\_

2. Will emergency services be readily available at the event? **Yes or No**

3. Who is the officer in charge to contact emergency services?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

4. If the need for assistance arises, who will be responsible for contacting:

- Emergency personnel
- Chapter President
- Chapter Advisor
- House Corporation President
- Fraternity Headquarters
- University Officials

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

*Educational credit goes to FIPG, Pi Kappa Phi Fraternity and the North-American Interfraternity Conference for portions of this resource.*