



Office of Greek Life Programs Event Registration Form

This Social Event Registration Form **MUST** be submitted to the Office of Greek Life Programs at least **fourteen (14)** days prior to the scheduled event. Use this form for **ALL** parties, formals, socials, or any event sponsored by an organization that is preplanned. This includes alcohol and nonalcoholic events.

Host Chapter: _____

Host Chapter Primary Contact: _____
(NAME, PHONE, EMAIL)

Co-Sponsoring Chapter(s): _____

Co-Sponsoring Chapter Primary Contact: _____
(NAME, PHONE, EMAIL)

EVENT INFORMATION

Type of Event: Philanthropy Event Date Party Mixer or Co-Sponsored Party Family/Parents Event Alumni Event Other: _____

Date of Event: ____/____/____ Start Time: ____:____ AM/PM End Time: ____:____ AM/PM

Theme of Event: _____

Location of Event: _____
 On Campus Off Campus

Anticipated Attendance: ____ # Active/New Members
____ # Alumni/Grad Members
____ # Guest (Attach guest list if available - if not, indicate "open to public")

Will event be open to public? Yes No

Will entertainment be provided? Yes No What type and who? _____

EVENTS WITH ALCOHOL PRESENT

Type of Event: BYOB **MUST HAVE:** Guest list, alcohol check-in, proper sign, etc. as listed in the Social Events Policy. ****Free alcohol-free beverages and food MUST be provided at any event where alcohol is present.**

Third Party Vendor _____
(NAME OF VENDOR, ADDRESS, PHONE)

Agency providing security: University of Akron Police Akron Police Summit County Sheriffs

Private Security Company _____
(NAME, PHONE)

Who will be responsible for I.D. checks & wristbands? Hired Security Vendor Fraternity Officers

Will designated drivers be provided? Yes No
Check all that may apply: Cab Service Public Transportation Private Company

- Please attach a guest in alphabetical order, unless event is “open to the public”.
- Please attach publicity for the event. Do not submit form without publicity.
- Please attach your written procedures for alcohol check-in, proper-sign, etc. as listed in the Social Events Policy
- Please provide a map of the venue with the following information:
 - o Point of entry
 - o Location of bar, non-alcoholic beverages, food
 - o Evacuation Plan
 - o Fire Code limit in each “sub-area” of venue
 - o Location of entertainment
 - o Location of security (if any)
 - o Any Modifications to grounds (i.e. fences)
- Please attach a list of sober monitors for the event. There must be at least one (1) additional sober monitor, who is a member of the host/sponsoring/co-sponsoring organization, per 25 guest at a function, based upon the prepared guest list.

I understand that ANY activities prior to the registered event, or after the registered event (i.e. warm-up parties, pre-parties, after parties, etc.) are considered part of the event. We have read and understand these procedures for events with and without alcohol. We affirm that this event form and attached documentation are true, correct, and complete. We understand that withholding, misrepresenting, or falsifying information could result in a suspension of all privileges as a registered student organization at the University, or other appropriate sanctions. Further, we accept all responsibility for enforcing the procedure, International Headquarters policies, University policies, city ordinances, fire codes, and laws of the State of Ohio

Required Signatures of host organization only (Please sign, print, date)

Social Chair: _____ /_____/_____

Chapter President: _____ /_____/_____

Chapter Advisor: _____ /_____/_____

OFFICE USE ONLY

Date received in office ____/____/_____

- Organization in good standing with the University
- Organization in good standing with NPHC/IFC/PHC
- Co-Sponsor in good standing
- Roster submitted
- Guest list submitted & in proper format
- Guest check in process
- Alcohol properly distributed
- Map
- Sober Monitors
- Notification of local/University Police

Any additional needs/concerns? _____

Office of Greek Life Programs Signature: _____ Date ____/____/_____

Above signatures serves only as acknowledgement of social event registration, and is not approval, consent, or endorsement of this event by the individual or governing Council or University.