

**Indiana State University**  
**Student Activities and Organizations Social Event Planning Checklist**

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

*This form, along with a post-event guest list, must be completed, signed and submitted to the Student Activities and Organizations no less than 72 hours after the conclusion of any social event sponsored off-campus by a Registered Student Organization. In the space beside each item, the event chair should initial to indicate compliance with that policy. Failure to follow the steps outlined in this checklist, or falsification of this or any other University document, could result in disciplinary action against the organization and/or the student(s) responsible for completing the form.*

**Before the Event**

- \_\_\_\_\_ 1. Submit the following to the Office of Student Activities and Organizations
  - A. Social Event Registration Form
  - B. Guest List
  - C. Names of Risk Management Committee (at least 5 actives) responsible at the event
- \_\_\_\_\_ 2. Schedule pre-event consultation with Office of Student Activities and Organizations (812.237.3820)
- \_\_\_\_\_ 3. Review University Alcohol Policy for Students and Student Organizations with Associate Dean of Students, Office of Student Activities and Organizations
- \_\_\_\_\_ 4. Obtain wrist bands, stamp or other means of identifying guests over the age of 21
- \_\_\_\_\_ 5. Identify and retain means of transportation for needed guests
- \_\_\_\_\_ 6. Purchase non-alcoholic beverage alternatives and food for the event
- \_\_\_\_\_ 7. Contact and schedule event security when deemed necessary for social event (EITHER a licensed, bonded private security firm or an off-duty police officer)
- \_\_\_\_\_ 8. Obtain and display Social Registration Permit at entrance(s) to event throughout the duration of the event

**During the Event**

- \_\_\_\_\_ 1. Secure all entrances and place security guards at entrance(s) with guest list
- \_\_\_\_\_ 2. Ensure that security guards are checking identifications against the guest list, are identifying guests over the age of 21, and that all individuals not on the guest list sign into the event
- \_\_\_\_\_ 3. Begin/End music at appropriate times as displayed on Social Registration Permit
- \_\_\_\_\_ 4. Remove any common sources of alcohol and ensure that all other alcohol brought to the event by individuals is secured and not accessible to the other guests
- \_\_\_\_\_ 5. Risk management committee works in collaboration with hired security to identify any individuals that cause disturbances, are too intoxicated, or must be removed from the event
- \_\_\_\_\_ 6. Inform intoxicated individuals of transportation options

**After the Event**

- \_\_\_\_\_ 1. Collect all post-event guest lists and submit, along with this completed form, to the Student Activities and Organizations Office no later than 72 hours after the event
- \_\_\_\_\_ 2. All front yard remnants/decorations of social events must be removed from the property immediately following the event, and must be completely removed by 10:00 a.m. the morning following the event. Backyard remnants/decorations must be removed no later than 48 hours following the event. This includes removal of all materials involved in party decoration construction (i.e. sand, lumber, flags, etc.).

*By affixing my signature to this checklist, I affirm that all measures listed above were followed and that the event was in compliance with all University social event and risk management policies and acknowledge that failure to follow these steps or falsification of this or other University documents could result in disciplinary action against me and/or my organization*

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Organization President

Date

Event Chairperson

Date