Indiana State University IFC Social Event Checklist

Chapter: __________________________  Date of Event (mm/dd/yyyy): _____________________

Name of Social Event Checkers: ________________________________

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_____________________________________________

Event Start Time: __________________________

Event End Time: __________________________

Brief Description of Event:

______________________________________________________________________________

______________________________________________________________________________

_____________________________________________

Circle One:  BYOB  3rd Party Vendor

Event Set-Up

☐ Decorations are not offensive or inappropriate
☐ There are no obvious fire hazards
☐ There are no drinking games set up in the venue

Front Door

☐ The front door is being manned by chapter members or 3rd party security
☐ The front door is well lit and clear of obstructions
☐ Official government ID’s are being checked before anyone can enter the event
☐ The chapter has a pre-printed guest list for the night (no additions can be made)
☐ The chapter is marking guests who are of legal drinking age and have shown proper ID
☐ The chapter is using distinct hand stamps or wristbands for the event
Bar

☐ The chapter exchanges beer or wine coolers for drink tickets at the bar (if BYOB)
☐ At least one chapter member of legal drinking age is managing the bar (if BYOB)
☐ A licensed and contracted bartender is managing the bar (if 3rd Party Vendor)

Main Function Area

☐ The chapter has indicated areas that are off limits to guests – no bedrooms can be accessible to guests
☐ There is one entrance, but multiple exits in case of emergencies
☐ The area is safe and clear of dangerous objects
☐ The chapter provides water and non-salty snacks for guests
☐ Emergency exits and restrooms are clearly indicated and cleared of obstructions

Sober Monitor Team

☐ The sober monitors are wearing their vests provided by the Office of Fraternity & Sorority Life
☐ The sober monitors have at least one mobile number that should be called in case of a problem
☐ The sober monitor team has had a briefing meeting to review risk management policy
☐ The sober monitors have a crisis management plan
☐ Each monitor knows their station and can explain what they are required to do
☐ The sober monitors are familiar with FIPG policy and understand their role

Notes:

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Signature of Event Chairman: ________________________________

Signature of IFC Exec Representative: ________________________________