SPECIAL EVENT CHECKLIST

1.	Who is planning the event? Organization: Name: Title: Email: Phone:					
2.	Name of event:					
3.	Location of event: Chapter Property Rented Facility Other:					
4.	Beginning time of event:	AM	PM			
5.	Ending time of event:	AM	PM			
6.	Purpose of event: Recruitment Socialize Philanthropy Other:					
7.	Which best describes the event below? Check all that apply.					
	Dry event (no alcohol) Member Event Only Event with one fraternal organizatio Fundraiser BYOB Member and Date Event Event with more than one fraternal		zation		Third Party Vendor at a location Guest list event New member event Sport Third Party Vendor at chapter facility Parent Event Event with non-fraternal organization Recruitment	
8.	The activities below could be considered high risk events. Bring your own gun (trap/skeet shooting) Sky diving/ parasailing/bungee jumping Boxing tournament Building of temporary structures Pools Mechanical Bulls Bounce Houses/Inflatables Other:			ts. Doe	es the planned event contain any of the following? Slip & Slides/Any other water feature "Warrior Dash" (creation of an obstacle course)/ "Color Run"/ "Zombie Run" Contact sports Bonfires Tug-o-war Rock Climbing	

9.	las any written contract or agreement been signed for any part of this event? YN yes, please provide copy of contract/agreement.					
10.	Have contracts been signed with all Third Party Vendors? Provide Company and Contact Person(s) Food caterer: Security guards: Bus/transportation company: Third party vendor: University facility: Hotel venue: Sports field: DJ: Band: Artist: Restroom and Waste Management: Other:					
Н	DW WILL ALCOHOL GET TO THE EVENT?					
FIP	Guidelines allow chapters to host events with alcohol in one of two ways:					
	BYOB [Bring Your Own Beverage] Everyone brings their own alcohol, including members, associate/new members, guests, and alumni. Use the BYOB worksheet to help plan your BYOB event. [Event Planning Guide; pg. 6-7]					
	Third-Party Vendor Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event. Use the Third-Party Vendor worksheet to help plan your Third-Party Vendor event. [Event Planning Guide; pg. 8-9]					
	Dry Event					

See Event Planning Guide Link on Page 23