

# Chapter House Event Form

**At Least Two Weeks** prior to the event, complete and submit this form to the Chapter Advisor, who will arrange a meeting with the House Director and/or House Corporation for review.

**Name of the Event:** \_\_\_\_\_

**Member in charge:** \_\_\_\_\_ **cell:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Date and Start/End Time** of Event: \_\_\_\_\_

**Event Purpose (describe):** \_\_\_\_\_

Is this a **Cohosted or Cosponsored** event? \_\_\_\_\_ If yes, with whom? \_\_\_\_\_

**Who will be Invited:** \_\_\_\_\_ **# of People Expected:** \_\_\_\_\_

How will invitations be handled? Describe: \_\_\_\_\_

Will you sell tickets for this Event? **YES NO** If yes, describe how: \_\_\_\_\_

Will there be written **contracts, agreements, or insurance waivers** signed for *any* part of this Event? **YES NO**

If yes, Describe: \_\_\_\_\_

Spaces to be used: (circle all that apply) **Dining, Formal, Patio, Lawn, Parking Lot, Other** \_\_\_\_\_

Will **portable structures** be placed on the property? (tents, blow-ups, rented chairs, etc.) **YES NO**

If YES, what will be used and where? \_\_\_\_\_

Will you have **amplified sound or entertainment**? **YES NO** Describe \_\_\_\_\_

Will any **furniture/decor** be moved? **YES NO** Describe what will be moved and where it will be stored during the Event: \_\_\_\_\_

Will **food and beverages** be served? **YES NO** Describe \_\_\_\_\_

Will chapter house **kitchen or dining items** be used? **YES NO** Describe: \_\_\_\_\_

Will **alcohol** be present? **YES NO** Describe \_\_\_\_\_

How will alcohol be managed to prevent overindulgence / access by anyone underage: \_\_\_\_\_

**Security:** How will security be provided: \_\_\_\_\_

**Campus Rules:** Describe how this event will comply with campus rules: \_\_\_\_\_

***Provide copies of all required campus notifications and approvals.***

How will guests be informed of campus and chapter house rules? \_\_\_\_\_

**Set Up** Crew Names: \_\_\_\_\_

**Clean-Up** Crew Names: \_\_\_\_\_