## Theta Tau Risk Reduction & Event Planning Checklist

The purpose of this form is to assist chapters in compliance with Theta Tau's Alcohol Policy. The appropriate chair (Social, Risk Management, etc) should complete the form at least 1 week prior to each event/activity at which alcohol may be present, and submit it to the Chapter Officers. Based on checklist results, event plans should be modified as necessary to reduce potential risk. Chapter self-regulation and compliance is the key to successful and safe events for our members and guests.

Chapter:	Names of one planning the event:		
Name of Event:	Date of Event:		
Location:	Expected Attendance:		
Start Time of Event:	End Time of the Event:		
Does this event comply with all Theta Tau Risk Management Policies?  Yes No			
Does this event comply with all College/University Risk Management Policies? Yes No			
Information about event location:			
Address of Event location Phone Number of Event Location:			
Maximum Capacity of Event Location Facility (Event space should be contained to the common areas.)			
Have you discussed the state, local and county laws, university policies with the facility? Yes No			
If the event is being co-sponsored with another organization, have you also complied with their policies? Yes No			
Have representatives from all co-sponsoring organizations met to discuss	and establish event plans? Yes No		
What is the purpose of the event?(eg, recruitment, service, social, etc)			
What is the theme of the event?(eg, Big Brothers named, Food drive, alumni picnic)			
How many people will be invited? How will invitations be distributed?			
Who will maintain invitation list at/during the event and check people in?			
If no one, how will admission to the event be controlled?			
Will chaperones be present at the event? Yes No Name Title (advisor, faculty, etc.)			
Please identify all vendors that will be used for this event: (Circle all that apply.)			
Caterer Security guards Bus company Cash bar	Bartenders DJ Band		
Other: Other:			
Will food/non-alcoholic drinks be served? Yes No			
Will food be available for the expected attendance? Yes No Will sufficient non-alcoholic beverages be provided? Yes No			
How will alcoholic beverages be provided? (Circle One) Licensed third-party site or vendor (preferred) Individual attendees (BYOB)			
If a BYOB event, will there be an alcohol check-in procedure be used for this event? Yes No			
If YES, please explain in detail:			
Can you confirm that chapter members will serve as sober monitors? Yes No If YES, how many?			
What is the method of service for alcoholic beverages? (Circle One)			
Licensed bartenders Other (explain in detail)			

Not	te: Common Source of Alcohol (kegs, party balls, 55-ga	allon drum) is not a	llowed. For BYOB events, attendees of legal drinking age are limited to bringing	
	r or wine. No hard liquor is permitted at BYOB events			
How wil	l the verification of legal drinking age be accomp	plished? (Circle al	l that apply.)	
	BYOB Event			
	By chapter members at entrance of event	Non-transferab	le hand stamp	
	Non-removable wrist band	By security gua	rd and chapter members at entrance of event	
	ID checked every time	Other (explain i	in detail):	
BYOB CI	necklist			
<u>•</u>	_No hard liquor is allowed.			
•	• The proper ratio of drinks per person is one six-pack of 12-ounce beer or one four-pack of 10-ounce wine coolers for each of legal drinking age.			
•	Beer and wine coolers are the only type of alcohol allowed at a BYOB event. (Hard liquor is only permitted at 3 <sup>rd</sup> party vendor events/sites or if 3 <sup>rd</sup>			
	party/licensed bartenders are contracted to serve alcohol.)			
•				
•	How will alcohol be stored at the event?			
•				
•	• For those who are of legal drinking age, a ticket is given for each can or bottle that is turned in at the beginning of the event. When guests of legal			
	drinking age want one of their beverages, they turn in a ticket to obtain a drink.			
•	What will be done with alcohol not consumed at the event?(Individuals may not leave with any leftover alcohol.)			
Service	of alcohol should stop at least one hour before th	ne event ends. Ha	ve you made provisions for this? Yes No	
Budget 1	Information_(In accord with Theta Tau laws, frater	nity funds may not	be used for the purchase of alcohol)	
	Expenses for this event:			
	DJ/Music \$			
	Food \$			
	Non-alcoholic beverages \$			
	Decorations \$	_		
	Security Guard \$	_		
	Transportation \$	_		
	Other (explain) \$	_		
Name of	Person Completing Report:		Signature:	
F-mail A	ddress.		Phone number:	
E-mail Address:			1 mone number:	

What methods will be used to limit individual consumption of alcohol? (Circle One or more)

Punch card system

Ticket system

Other (explain): \_

Licensed bartender discretion

E-mail Address:

Date completed:

Date submitted to Chapter Officers:

Name of Regent:

Signature:

Name of Risk Management Chair:

Signature:

This form is designed for the chapter's own use in planning a successful and safe event. After submission and approval by the chapter officers, it should be retained for 3 years in case of a later liability claim (ie., lawsuit). The chapter's ability to demonstrate and show that is acted in accord with Fraternity and University policies in the planning and execution of an event/activity will help if a legal defense should become necessary.