

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): _____

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

Licensed bartender discretion Punch card system Ticket system Other (explain): _____

Note: Common Source of Alcohol (kegs, party balls, 55-gallon drum) is not allowed. For BYOB events, attendees of legal drinking age are limited to bringing beer or wine. No hard liquor is permitted at BYOB events.

How will the verification of legal drinking age be accomplished? (Circle all that apply.)

BYOB Event

By chapter members at entrance of event

Non-transferable hand stamp

Non-removable wrist band

By security guard and chapter members at entrance of event

ID checked every time

Other (explain in detail): _____

BYOB Checklist

- 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 3rd party vendor events/sites or if 3rd party/licensed bartenders are contracted to serve alcohol.)
- Alcohol brought to the event by an individual is for that individual's consumption only.
- How will alcohol be stored at the event? _____
- How will alcohol be distributed? _____ Will it be a ticket system? *Yes* *No*
- 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 the event ends. Have you made provisions for this? Yes No

Budget Information (In accord with Theta Tau laws, fraternity 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:
E-mail Address:	Phone number:
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.