



## Panhellenic Event Planning Guide

### Overview

The Event Planning Guide was created in order to assist Panhellenic Sororities with planning safe events to reduce risk for their members. The planning guide should be used in conjunction with any of your Chapter's National policies and procedures, comply with Oregon State's Student Conduct & Community Standards, and follow any Federal, State, and Local Laws. If there is ever a conflict between policies, the "stricter" policy should be followed. It is recommended that you follow the guidelines and record the information (either in this guide or on another chapter Event Planning Guide) in order to protect yourself and your chapter in the case of an emergency. This guide will also help you to prepare to fill out the Panhellenic Social Reporting Form, which is required in order to have any Social Event.

#### Chapter Events fall into one of three categories:

- 1. Events that are Alcohol and Substance-free**
  - a. Alcohol and Substance-free event is one that takes with place with no alcohol (or any other substance) being consumed prior to or during an event.*
- 2. Events alcohol is served through a third party vendor**
  - a. Event with a third party vendor is when a company outside of your organization that will be serving alcohol at your event.*
- 3. Events that are Bring Your Own Beverage (BYOB) or catered**
  - a. BYOB event is one where chapter members (21 and older only) can bring their own alcohol to an event.*
  - b. Maximum of six (6), twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages.*
  - c. No glass bottles*
  - d. No cases, twelve-packs, or other alcohol containers larger than six 12 oz beers or wine coolers*
  - e. No squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers.*
  - f. No kegs or hard alcohol*
  - g. No alcohol for common use in member's rooms or bathrooms*
  - h. No shots, drinking games, or other activities that encourage inappropriate drinking behaviors.*

Any questions regarding this Event Planning Guide should be directed to the current Panhellenic VP of Risk Management and/or the Panhellenic President.

### Timeline for Planning the Event

It is best to set the date for an event at least 2 weeks in advance to allow for ample time for planning and organizing the event details. Make sure you are aware of the rules and definitions



for each type of Social Event, as stated in the Panhellenic Bylaws, that can be found on the *Oregon State Panhellenic Council website*.

**For a Social Event**, reports are **due by Tuesday at 10:00 pm**, the week of the event, via the Social Reporting Form found on the Panhellenic website.

**For a House Dance**, reports are **due by 5:00 pm, 14 days in advance** of the event via the Social Reporting Form found on the Panhellenic website.

***\*FIPG Guidelines\***All events should be planned in accordance with the FIPG Guidelines. These Guidelines will be attached at the bottom of this Event Planning Guide so that they can be referenced during planning.*



### Event Information

**Event Description:**

Event Name: \_\_\_\_\_

Event Theme: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event start and end time: \_\_\_\_\_

\*No event should last longer than 5 hours without explanation

**Event Location:**

Location of Event: \_\_\_\_\_

Name of location contact: \_\_\_\_\_

Location address: \_\_\_\_\_

Location contact's phone number: \_\_\_\_\_

Location contact's email address: \_\_\_\_\_

**Co-Sponsoring Organization:**

Is the event co-sponsored?

Yes

No

If yes, please answer the following:

Name of other organization(s): \_\_\_\_\_

Name of organization contact: \_\_\_\_\_

Phone number of organization contact: \_\_\_\_\_

Have representatives from all participating organizations had a discussion about event details?

Yes

No

If no, please find a time to do so before reporting and/or having the event.

**Vendors for Event:**

Venue: \_\_\_\_\_

DJ/Band: \_\_\_\_\_

Security Guards: \_\_\_\_\_

Third Party Vendor providing alcohol: \_\_\_\_\_

**\*If alcohol is being served or consumed at the event, make sure to fill out page 3.**

*Make sure to fill out and get signatures for any contracts necessary for hiring the above listed vendors as well as work with your chapter president, executive board, and advisors when choosing vendors.*



## Event Information

This page is to be completed if alcohol is being served or consumed at the event:

**No chapter funds should be used to purchase alcohol.**

**Third Party Alcohol Vendor or Venue** (if the venue is providing alcohol):

- Must be licensed to sell and serve alcohol in the state, county, and/or the city where the event is taking place
- Should have a liquor liability of at least \$1,000,000
- Should have at least \$1,000,000 of general liability insurance

If alcohol is available at the event, there should be non-alcoholic beverages and food available.

*List the non-alcoholic beverages and food that will be available:*

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### Extra Security:

If you are at a venue where alcohol will be served, it is very important to have security (many venues may already have security included). Review the responsibilities of the Security Guards with them, these can include:

- Checking IDs at the door and give wristband/bracelets to anyone over 21 (*recommended*)
- Provide a wristband/bracelet of a different color to anyone who is under 21
- Have a separate area of the venue that is the only place where alcohol will be served and consumed that requires an ID check to enter
- Make sure bartenders check every ID before serving and only sell one drink per person at the counter

### During a BYOB event:

Must have a guest list in order to complete the following as attendees arrive at the event:

- Check their ID, and if they are 21 give them a specific color wristband/bracelet
- Write their name on the wristband/bracelet
- Provide a wristband/bracelet of a different color to anyone who is under 21
- All individuals who are over 21 must check in their beverage (refer to BYOB definition mentioned at the beginning of document)
- Write the type of alcohol brought by the individual next to their name
- Label all checked in alcohol with the individual name who brought the alcohol
- Provide a mark on the wristband/bracelet every time the individual is served one of their beverages checked in.

**Entrances and Exits:**

- One well lit entrance, controlled and monitored by security or older members. The preferred method is security that is contracted, licensed, and bonded.
- Monitors check to see if those seeking entry are members or have an invitation and are on the guest list.
- IDs are checked by older, initiated members, not new members.
- Members and guests with alcohol are required to show proof of legal drinking age (the invitation guest list should also have the birthdays of members and guests). A picture ID with a birth date should be required.
- A guest's name is checked once they have entered the event.
- Several exits must be available due to fire codes and laws: however, exits cannot be used as entrances.



## Event Information

### Transportation:

How will members and guests get to the event?

- Chartered Transportation (bus, limo, etc.)
- Public or campus transportation (taxi, subway, city bus, etc.)
- Walk as a group (as long as the venue is within one mile from the chapter house)
- Driven by Event Monitors

If Chartered Transportation is being used for the event, complete the following:

Name of Transportation Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

Driver Name and Phone Number: \_\_\_\_\_

It is recommended that you have a designated member/advisor to monitor the loading process.

### Security:

In order to keep your members safe, you should look into having security at your event especially if it is a House Dance and there are guests who are not a part of your chapter or a cosponsoring chapter. Here are a few good ideas pertaining to security:

- It is recommended to have 1 security guard to every 50 attendees.
- There should be clearly written responsibilities of the Security Guards in some form of contract, and they should be unarmed.

You should also make and have a list of all event attendees and their birthdates. Panhellenic can request that this list be submitted to them.

### Budgeting for the Event:

It is important to know your budget in order to plan a successful event! This section can help you to split up your budget and see what you have to work with.

	Budget Available	Budget Used
Venue	_____	_____
Food and Drinks	_____	_____
DJ	_____	_____
Security	_____	_____
Transportation	_____	_____
Decorations	_____	_____
Other	_____	_____
<b>Total</b>	_____	_____



### Event Information

**Event Monitors:**

Event Monitors are defined as members who volunteer to stay sober throughout an event in order to help do the following:

- Ensure the safety and wellbeing of chapter members and their guests
- Monitor the condition of members and their guests when entering the event
- Monitor the behaviors of members and their guests
- Event Monitors should report any issues to the Chapter President, Risk Chair, Social Chair, and/or Advisors so that it can be taken care of.

It is recommended that Chapter Presidents, Risk Chairs, and Social Chairs act as Event Monitors at any and all Social Events, as well as having Advisors Present.

*The Panhellenic Bylaws require that there is one Event Monitor per 30 event attendees.*

Total number of event attendees		Attendees per Event Monitors		<i>Event Monitors needed for event</i>
_____	÷	30	=	_____

List the names of the Chapter Members who will be Event Monitors for this Event:

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**Event Theme:**

Theme Name and Description (including how individuals may dress for this event):

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Before you decide on a theme you should ask yourself the following questions:

- Does the theme stereotype a group of people?
- Could this theme be considered offensive based off of decorations or attire/costumes?
- Could the theme be taken out of context and be used to portray something inappropriate?

If you answered yes to any of the previous questions, it would be a good idea to come up with a new theme!

\*Panhellenic reserves the right to ask that an event theme be changed OR not approve an event because of it's theme.



## Emergency Information

It is important to note, that in the case of an emergency and a chapter member is in need, always call 911 first!

**Chapter President:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Social Chair:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Risk Chair:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Advisor:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Other:**

Name and Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_





## FIPG RISK MANAGEMENT GUIDELINES

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The Risk Management Guidelines of FIPG include the following provisions and recommendations. These are intended to apply to all levels of membership in an organization. These are recommendations only as FIPG does not exist as a stand-alone association with membership and a board of directors. FIPG serves as a resource of the Fraternity Executives Association (FEA) for all organizations, colleges, universities and other entities and individuals.

### ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, should be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and should comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
2. No alcoholic beverages should be purchased through or with chapter funds nor should the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is discouraged.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are not recommended. Any event with alcohol present that can or will be associated with an entity of a fraternity should require a guest list prepared 24(twenty-four) hours in advance of the event. It is recommended that a list of those who attend be maintained for several years.
4. No members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. It is recommended that the possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity be prohibited.
6. No chapter should co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present could be conducted or co-sponsored with a charitable organization if the event is held within the provisions of the organization and college or university policy.
7. No chapter should co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter should be non-alcoholic. No recruitment or rush activities associated with any chapter should be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No organization or member or pledge, associate/new member or novice should permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol should be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.





## HAZING

No chapter, colony, student or alumnus should conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

## SEXUAL ABUSE AND HARASSMENT

An organization should not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy should not be allowed.

## FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house should be prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

## EDUCATION

Each fraternity should annually instruct its students and alumni/alumnae in its risk management policies and practices. It is recommended that all undergraduates and key volunteers receive on an annual basis a copy of the organization risk management policy and that a copy of the policy be posted on the organization website. **For more information, refer to [www.fea-inc.org/fipg](http://www.fea-inc.org/fipg).**

For questions or interpretation of FIPG Guidelines please contact David Westol at [317-250-3799](tel:317-250-3799) or [David.Westol@gmail.com](mailto:David.Westol@gmail.com)

