

**Supplemental Materials for:**

**EVENT MANAGEMENT**



# **FIPG FOCUS ON**

## **ALCOHOL and SOCIAL EVENTS**

The Risk Management Policy of the Fraternity Insurance Purchasing Group shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of alcohol and social events as follows:

### **FIPG Policy on Alcohol and Drugs**

The possession, sale, use and/or consumption of **ALCOHOLIC BEVERAGES**, while on chapter premises, during an official fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with a fraternity, must be in compliance with all applicable laws of the state, province, county, city and university.

No alcoholic beverages may be purchased through the chapter treasury nor may 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 and/or use of a bulk quantity of such alcoholic beverage, e.g., kegs, is prohibited.

No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").

The possession, sale and/or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** at any chapter house, sponsored event or at any event that an observer would associate with the fraternity, is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

All rush activities associated with any chapter will be a **DRY** rush function.

**OPEN PARTIES**, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.

No member shall permit, tolerate, encourage or participate in "drinking games."

No alcohol shall be present at any pledge/associate member/novice program or activity of the chapter.

# Pre-Event Quick Check

The following Quick Check is designed so that you can quickly determine whether or not you have implemented risk-reducing steps for your chapter's social event. This page may be copied and used for each of your social events throughout the academic year. Be sure to keep working until you are able to mark a yes for each question. As the name Quick Check implies, this is not an exhaustive list.

- | yes                      | no                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Our event is theme-oriented, complete with activities that do not directly relate to alcohol consumption, drinking games or alcohol abuse.   |
| <input type="checkbox"/> | <input type="checkbox"/> | We are providing plenty of juice, pop, soda, water and other inviting, alcohol-free beverages throughout the duration of the event.  |
| <input type="checkbox"/> | <input type="checkbox"/> | We have plenty of substantial food items like submarine sandwiches, pizzas, cookies, rolls, bread sticks, a variety of cheeses, vegetables, brownies and ice cream, for the duration of the event.                       |
| <input type="checkbox"/> | <input type="checkbox"/> | We are limiting the types and amounts of alcohol to either one six-pack of 12 oz. beers or one package of four wine coolers, with no hard alcohol present!   |
| <input type="checkbox"/> | <input type="checkbox"/> | We have one entrance to the event...with several exits available if an emergency were to occur.  |
| <input type="checkbox"/> | <input type="checkbox"/> | We have an actual guest-list that has the names and birthdays of all members and guests who were issued an actual invitation (name specific) prior to this event.  |
| <input type="checkbox"/> | <input type="checkbox"/> | We are administering wristbands to all of-age (21 year-old) members and guests who have checked in alcohol for this function.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Along with the wristbands, we are placing a hand-stamp on each hand of members and guests who are of-age and who have checked alcohol into the function.   |
| <input type="checkbox"/> | <input type="checkbox"/> | We have a co-ed team composed of members who are of-age and initiated, non-drinking and sober, from each sponsoring organization serving as monitors and workers for this event.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Each person who has checked alcohol into the function has received a punch-card that has his/her name, age, type of beer/wine cooler, amount checked, the date and the title of the party all written on the punch-card. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the door, all alcohol is checked in and then taken by a designated monitor to a holding tank where it will be distributed later via the punch-card system.  |
| <input type="checkbox"/> | <input type="checkbox"/> | We have just one central location for all food, snacks, non-alcoholic drinks and the alcoholic beverages that members and guests have brought for the event.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wine coolers are poured into cups before being distributed and additional cans of beer are given only in exchange for empty cans thereby assisting with our clean-up and recycling efforts.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | No alcohol leaves the social event once it has been checked into the event...leftover alcohol can be picked-up the following day.  |
| <input type="checkbox"/> | <input type="checkbox"/> | We have discussed the event with both our general fraternity and Greek advisor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Our event will run no later than 1 a.m., and clean-up will be completed by 10 a.m.   |

**byob**

**Making Bring Your Own Beverage Events Happen**

Funded in part by the Fund for the Improvement of Postsecondary Education. (FIPSE), US Department of Education  
National Interfraternity Conference; 3901 West 86th Street, Suite 390; Indianapolis, IN 46268-1791; 317-872-1112; FAX 317-872-1134

# BYOB is here...

The IFC & Panhellenic Council want you to have fun and enjoy yourselves... but safer social events require that we all understand and follow the rules:

1. No one under 21 may bring to, or consume alcohol at, a fraternity social event.
2. You may bring your own alcohol to the event if you follow these guidelines:
  - 6, 12 oz. cans of beer, any brand - OR
  - 4, wine coolers, any brand (no hard liquor based brands)
3. When bringing your alcohol, you will receive a beverage card with your name, the type and quantity of alcohol and your birthday recorded on the card. This card is to be presented to the bartender before you may receive any of your alcohol.
4. If you check alcohol into the function, you will also be issued a wristband and receive hand stamps.
5. Any alcohol left at the conclusion of the function will not be given back until the following day...so bring only what you can safely consume during the event, up to the limits already given.
6. Be sure to bring your invitation, your driver's license and your student ID.

*The Interfraternity Council thanks you  
for your cooperation!*


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# Punch-Cards, Invitations & Guest Lists

•Printed invitations, made out specifically to the individuals the chapter members invite, are one way to ensure that you end up with no uninvited guests. Why would you want to party with people you do not know anyway? Use the example provided to assist you as you create invitations of your own...just be sure that the invitations are in good taste. •An invitation guest list is just that...a list composed of all the members and guests who have been invited via an actual invitation which has been individually addressed. A simple example of an invitation guest list is given below. Utilize something like this for your organization. •The punch card system seems to stump Greeks at first. Punch cards are really simple to make. Get out a marker, or use a computer to create a more professional look. Whatever the case, be sure to include all the specifics like the example that has been given below.

1	2	3	4	5	6
<i>Submarine Social</i>					
Name:					
Birthday:					
Beer Type:					
# Brought:					
					

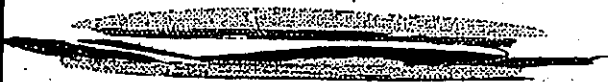
(punch-card)

## You're Invited

On Saturday, October 25th,  
the Zeta Zeta Zeta Fraternity will be  
having our annual *Submarine Social*.

The house will be designed as a giant  
yellow submarine. Wear any type of aquatic  
gear that you can find or dress  
in officer uniforms. We will be making  
submarine sandwiches. The Beatles will  
be our featured band.

Name:  
Invited By:



**If You Are 21,  
Don't forget to BYOB!  
- soda provided -**

(invitation)

## INVITATION-GUEST LIST

*Submarine Social*  
Saturday, October 25th

Brother/Guest	21?	Birthday
Larisa Brown		9/19/72
Jim Carlos	✓	5/15/70
Nancy Desjarlais		3/1/73
Sean Flanagan		8/5/72
Bill Johnson		10/30/72
Libby Luck		6/13/73
Chuck McGill	✓	6/27/71
Sindi Pahl		7/11/74
Ross Rapaportelli	✓	4/21/70
Pam Sanchez	✓	5/12/70
Joey Schultz		1/22/72
Pete Smith	✓	3/25/71
Teri Smithhouser		5/9/72
Liza Vaughn		9/31/73
Jenny Yamuchi		7/27/72
Bob Quinn-Zobeck	✓	4/21/71

(invitation guest list)

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# Caterers/ 3rd Party Vendors

When you are planning your social events, it is important that you review the international policies of the groups involved. Many international sororities only allow their collegiates to attend functions where the inclusion of alcohol is maintained by a licensed and insured catering company (3rd party vendor). If this is the case, all the groups involved must adhere to the most stringent policy. Many fraternity and sorority professionals believe that using caterers, or the 3rd party vendor option, is most effective in transferring the liability away from your organizations. The added benefits of having some other entity deal with the checking photo IDs, serving, monitoring and clean-up, have made this option a popular one with Greeks across the country. Most international fraternity and sorority policies allow caterers/ 3rd party vendors as long as certain guidelines are followed. Please consult the agreement below to ensure that you have adequately planned your event...a call to your general fraternity or sorority would also be a good idea.

## Catering Agreement

Your chapter will be in compliance with the risk management policies of your international/ fraternity and risk management organizations like FIPG, if you hire a "third party vendor" (caterer) to serve alcohol at your functions, **BUT ONLY IF YOU CAN DOCUMENT THE FOLLOWING:**

### Please Take Note:

- The vendor must be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. (attach copies of state & local licenses)
- The vendor must be properly insured with a minimum of \$1,000,000 general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of this coverage, "off premise liquor liability coverage and non-owned and hired auto coverage." The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated. Be sure to attach a copy of the certificate of insurance and highlight the required areas.
- The vendor must agree in writing to cash sales only, collected by the vendor, during the function. (Sales should not be subsidized by the chapter)
- The vendor must assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - ✓ Checking identification upon entry.
  - ✓ Not serving minors.
  - ✓ Not serving individuals who appear to be intoxicated.
  - ✓ Maintaining absolute control of all alcoholic containers present.
  - ✓ Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or otherwise furnished to the chapter.
  - ✓ Removing all alcohol from the premises.

**ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED WITHIN THIS CHECKLIST.**

*No chapter officer should sign without the chapter president's signature*

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