



RISK REDUCTION CHECKLIST

The Risk Reduction Checklist is a document to be utilized at the chapter level by Social Chairman/Risk Management Chairman and the Archon to assist in reducing risks for events **where alcohol is present**.

Once the chapter has utilized the [Social Event Planning Guide](#) (available on the [Pi Kappa Phi website](#)) to develop written risk management procedures, the Risk Reduction Checklist should be utilized by the Social Chairman/Risk Management Chairman to further reduce risk. The Archon should receive the completed checklist 14 days prior to the scheduled event and review it to verify that a safe event has been planned.

The Archon should contact the Fraternity/Sorority Life Advisor (or appropriate campus resource), Chapter Advisor, Leadership

Consultant, or Director of Prevention Education with any questions or concerns related to the Risk Reduction Checklist.

Do you have questions about the Risk Reduction Checklist? Need help with event planning or have questions about risk management?

CONTACT:

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 Director of Prevention Education
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Chapter:	Name of Person Planning Event:
Name of Event:	Date of Event:
Event Location: # of Miles from Campus:	Number of People Attending Event: Members: Guests: Dates: Alumni:
Start Time of Event:	End Time of Event:

After ensuring the event complies with ALL portions of [Pi Kappa Phi's Risk Management Policy](#), answer the following questions:

Is written permission required by the university to have this event? Yes No
 If YES, date form was completed and submitted: _____

Is the event co-sponsored with another fraternity/sorority? Yes No
 If YES, list the organizations and answer the questions below:

- | | | |
|---|-----|----|
| Do all organizations have insurance? | Yes | No |
| Do all organizations appear on all contracts? | Yes | No |
| Have representatives from all organizations met to establish event plans? | Yes | No |

Remember, the event must comply with the alcohol/risk management policies of ALL co-sponsoring organizations.

Will there be any special construction, alterations, or decorations for the event? Yes No
 If YES, explain in detail:

Identify all vendors that will be used for this event. (check all that apply)

- | | | | |
|-----------------------------------|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Food | <input type="checkbox"/> Caterer | <input type="checkbox"/> Security Guards | <input type="checkbox"/> Bus Company |
| <input type="checkbox"/> Cash Bar | <input type="checkbox"/> Bartenders | <input type="checkbox"/> DJ | <input type="checkbox"/> Band |
| <input type="checkbox"/> Other: | | | |

How will alcoholic beverages be available to members and guests?

- Licensed Third Part Vendor (see [Event Contract & Third Party Vendor Checklist](#))
- BYOB (by individual attendees)

How will admission to the event be controlled?

- Guest List
- Unique/Numbered Ticket System

If BYOB, describe the alcohol check-in procedure to be used for the event:

Will chapter members serves as sober monitors?

Yes No

If YES, how many?

Pi Kappa Phi recommends at least one monitor for every 10-15 guests, with a minimum of five sober monitors.

What is the method of service for alcoholic beverages?

- Licensed Bartenders
- Alumni Members
- Event Sponsors Who Are of Legal Age
- Other (explain in detail):

What methods will be used to limit individual consumption of alcohol?

- Licensed Bartender Discretion
- Ticket System
- Other (explain in detail):
- BYOB: limited to bringing _____ alcoholic beverages
- Punch Card System
- Liquor Containers and Flasks NOT Allowed

How will the verification of legal drinking age be accomplished?

- By Chapter Members at Entrance of Event (BYOB Event Only)
- By Licensed Bartender for Each Purchase (Third Party Vendor Event Only)
- By Security Guard at Entrance of Event
- ID Checked at the Bar Each Time
- Non-Transferable Hand Stamp
- Non-Removable Wristband

Are glass bottle prohibited?

Yes No

Will ample non-alcoholic beverages be provided without charge at the event?

Yes No

Will ample (non-salty) food be provided without charge at the event?

Yes No

To further reduce risks, the service of alcohol should stop AT LEAST one hour before the event ends. Have you made provisions for this to occur?

Yes No

Will alternative transportation be provided?

Yes No

If YES, what kind?

- University bus system/safe ride program
- Taxi cab service
- Other (explain in detail):
- Public transportation
- [Designated driver program](#)

Name of Person Complete Form

Signature

Date Completed

Date Submitted to Archon