



# SOCIAL EVENT PLANNING GUIDE

DEVELOPED BY PI KAPPA PHI FRATERNITY

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# THE BASICS OF THE PI KAPPA PHI RISK MANAGEMENT POLICY

## | 1 | Don't Break the Law

Pi Kappa Phi members, associate members and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.

*In addition, chapter functions — any event a reasonable, objective observer would associate with the Fraternity — with alcohol present must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage (“BYOB”) system.*

The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter premises or at any event, except when served by a licensed and insured third-party vendor.

## | 2 | No Illegal Drugs in the Fraternity!

Pi Kappa Phi members, associate members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on fraternity premises or at any activity or event sponsored or endorsed by the chapter.

*This one is cut-and-dry. There is no tolerance for chapters who have illegal drugs or controlled substances on chapter premises or at Fraternity events. Pi Kappa Phi uses federal law to determine*

*what is considered an illegal drug or controlled substance. Regardless of the various state laws, the federal law still classifies marijuana as an illegal drug. Therefore, members, associate members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances. This includes individuals who have a prescription for medical marijuana.*

## | 3 | BYOB or Third Party Vendor Hard Alcohol Ban

Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage (“BYOB”) system.

The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter premises or at any event, except when served by a licensed and insured third-party vendor.

*In addition, at chapter events — any event a reasonable, objective observer would associate with the Fraternity — with alcohol present must follow either the “Bring Your Own [Alcoholic] Beverage” guidelines or must use a third party vendor. Simply put, chapters do not have liquor licenses and therefore cannot provide alcohol.*

*Alcohol above 15% ABV (Bourbon, Gin, Rum, Vodka, etc) is **not** allowed on chapter premises (including*

*your bedroom if you live on chapter premises) or allowed during BYOB events. It can only be served by a third party vendor.*

## | 4 | No Bulk Quantities

Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

*In today's college culture, a bulk quantity of alcohol translates to most observers as an opportunity to binge drink, which creates the risk for things like alcohol poisoning, falls, death, and other injuries. This means that kegs, cases, and other mass quantities of alcohol are a HUGE risk and liability.*

## | 5 | No Chapter Purchase

Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).

***THE FRATERNITY IS NOT A BAR***, so we shouldn't be in the business of providing alcohol. When we do, we take on a huge risk.

# THE BASICS OF THE PI KAPPA PHI RISK MANAGEMENT POLICY

## | 6 | All or Nothing Rule

Pi Kappa Phi may not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.

*Any chapter that CO-SPONSORS OR CO-FINANCES an event with other chapters/organizations is equally liable for an incident if any of the other groups purchase alcohol. That means the chapters SHARES THE RISK even if they are following every other part of the Fraternity's Risk Management Policy.*

## | 7 | No Co-Sponsorship with Distributors

No chapter may co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.

*The chapter is equally liable if you co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor where alcohol is present, given away, or sold to those present, even if the event doesn't take place in a bar.*

## | 8 | No Open Parties

Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. Attendance at events with alcohol is limited to a **3:1 maximum guest-to-member ratio** and must not exceed local fire or building code capacity of the chapter premises or host venue.

*In order to further decrease risk, events with alcohol MUST HAVE A GUEST LIST and non-members of the Fraternity must have specific invitations.*

*Ultimately, it's important for you to know who your guests are! Pi Kappa Phi policy states that attendance at social events with alcohol present should not exceed three guests per member. Guest is defined as anyone who is not a brother or associate member. And must not exceed local fire or building code capacity of the chapter premises or host venue.*

## | 9 | Substance Free Joining Process

Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation, including but not limited to "bid night," "Big/Little" events or activities, "family" events or activities, and any ritual or ceremony.

*Any individual expected to make a life-changing choice [accepting a bid] cannot be counted upon to make an educated decision when under the influence of alcohol or drugs. Additionally, if alcohol or drugs is the only selling point the chapter has to potential new members, then it is time for the chapter to rethink why it exists. ABSOLUTELY NO SUBSTANCES can be present at any recruitment event or activity or Associate Member Education event or activity. THERE CANNOT BE ANY SUBSTANCES INVOLVED WITH THE DEVELOPMENT OF ASSOCIATE MEMBERS, even if an associate member is of the legal age.*

## | 10 | No Drinking Games

No members, associate members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

*Just like bulk quantity, "DRINKING GAMES" ENCOURAGE HIGH RISK DRINKING, which increase the risk of an accident. Members, associate members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games. Chapters that don't permit, tolerate, encourage, or participate in such antics are taking a huge step down the risk ladder.*

# THE BASICS OF THE PI KAPPA PHI RISK MANAGEMENT POLICY

## Sexual Abuse & Harassment

The fraternity will 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, that are demeaning to women or men, including but not limited to verbal harassment and sexual assault by individuals or members acting together. The employment or use of adult entertainers (strippers, exotic dancers, pornographic stars or similar) whether professional or amateur, at a fraternity event or associated with the chapter as defined in this policy is prohibited.

*Pi Kappa Phi promotes respectful and healthy relationships and the well-being and dignity of all people, both men women. Sexual misconduct, domestic violence, dating violence, and stalking are contrary to both human dignity and the values of the organization, and we expect our members to treat others with dignity and respect in all their interactions. Actions, activities, social media posts, conversations, images, and event themes should reflect these expectations. Consistent with our philosophy statement, chapters are encouraged to design events that reinforce the Fraternity's concern for human dignity and respect.*

## Fighting and Physical Abuse

The fraternity will not tolerate or condone any form of fighting or physically abusive behavior while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event a reasonable observer would associate with the fraternity.

*As an organization founded on the principles of friendship, Pi Kappa Phi believes that all types of fighting and physical aggression — regardless of the purpose or intent of the behavior — are inconsistent with our values of safety, dignity, and respect. In the spirit of Ultimate Respect, the Fraternity believes chapters should choose activities and events that promote healthy relationships and reinforce the importance of human dignity and mutual respect.*

## Firearms & Explosives

The possession and/or use of firearms or explosive or incendiary devices of any kind on chapter premises or during a fraternity event or in any situation sponsored or endorsed by the chapter is prohibited.

*The Fraternity wants chapters to have fun, but we also want them to be safe. Therefore, guns, explosives or incendiary devices may not be present at events a reasonable, objective observer would associate with the fraternity.*

## Water Features

The use of self-constructed pools, bodies of water, slip-and-slides, or similar on chapter premises or at any event a reasonable observer would associate with the fraternity is prohibited.

*The Fraternity wants chapters to have fun, but we also want them to be safe. Therefore, water features [e.g. slip-and-slides, pools, etc.] may only be present at events a reasonable, objective observer would associate with the fraternity if they are provided by a vendor that is appropriately licensed and insured.*

# WHAT CONSTITUTES A CHAPTER EVENT?

Pi Kappa Phi’s Risk Management Policy applies when alcohol is present “while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter.”

## Determining if the Event is on “Chapter Premises”

Is the event being hosted in your chapter house or a university-provided meeting space? Y / N

*If so, every event you host there is considered a chapter event.*

Is the event being hosted in an on or off campus location where you traditionally hold your events? Y / N

*If so, events you host there would probably be considered a chapter event.*

## Applying the “Sponsored or Endorsed” Standard

The following factors are considered when determining whether an event could be considered a Pi Kappa Phi event either sponsored or endorsed by the chapter.

Is the event being hosted or planned by one or more members of the chapter and supported by the Executive Council? Y / N

Is the event financed by the chapter and/or being hosted on chapter property? Y / N

Is the event being hosted or planned by one or more members and supported by members/associate members? Y / N

Does the Executive Council have prior knowledge of the event? Y / N

Is the event listed or advertised on the chapter website or social media accounts [e.g. Facebook, Twitter, etc.]? Y / N

Do online invitations refer to Pi Kappa Phi [e.g. Facebook events]? Y / N

Is the event listed on a chapter calendar [public or private]? Y / N

Will the event be announced at a chapter meeting? Y / N

Will members of the Executive Council be in attendance? Y / N

Will the event be marketed over the chapter listserv [e.g. e-mail, mass text, GroupMe, etc.]? Y / N

Are members attempting to rename the event to give the appearance that it isn’t associated with Pi Kappa Phi? Y / N

If guests were stopped on their way to the event, would they say they were going to a Pi Kapp event? Y / N

Is the event actively or passively endorsed by a majority of the active chapter? Y / N

Have members of the chapter lied about the event? Y / N

Why were people invited? Because of Pi Kappa Phi? Y / N

# HOW WILL ALCOHOL GET TO THE EVENT?

Pi Kappa Phi's Risk Management Policy allows chapters to host events with alcohol in one of two ways:

## □ BYOB [Bring Your Own Beverage]

Everyone brings their own alcohol, including members, associate members, guests, and alumni.

Use the BYOB worksheet [pages 7-8] to help plan your next BYOB event.

## □ Third Party Vendor

Contract with a licensed establishment or caterer to provide and sell on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.)

Use the Third Party Vendor worksheet [pages 9-10] to help plan your next Third Party Vendor event.

# MAKING BYOB EVENTS WORK

1 // Are there any university or IFC policies that deal with BYOB events on campus? Y / N

Are there any university or IFC policies that deal with BYOB events off campus? Y / N

If so, what do those policies say? [Do they require a specific check-in procedure? Do they limit the number of drinks a guest can bring?]

2 // All members and guests must be “carded” at the door to verify their age. Who is checking members’ and guests’ IDs at the door?

- Chapter members
- Associate members [NOT recommended unless chapter members are also participating]
- The campus police or university provide someone to check IDs
- The chapter has hired a licensed and insured security company [see [Security Vendor Checklist](#)]

3 // How are you marking the guests, members, and associate members who are of the legal drinking age [i.e. 21 and over]?

- Wristbands that have been dated and marked for that event
- Specific hand stamp that is unique to the event
- Other [Describe]:

4 // How many drinks will you allow each person of legal drinking age to bring to the social event? The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter premises or at any event, except when served by a licensed and insured Third Party vendor.

*Pi Kappa Phi policy recommends a limit of six standard drinks per member and guest [e.g. a 6-pack of beer, 4 wine coolers, etc.].*

Beer: # \_\_\_\_\_ Wine : # \_\_\_\_\_ Malt Beverages: # \_\_\_\_\_ Hard Seltzer: # \_\_\_\_\_

5 // How will you manage the service distribution center [i.e. the bar]?

Where will the bar be located? \_\_\_\_\_

*It is recommended that you establish one centralized location [not a member’s room] for checking in and distributing alcohol.*

Who will be assigned to work the bar?

- Chapter members
- Associate members  
*It is recommended that you do NOT assign associate members to work the bar.*

The university provides someone to work the bar

The chapter has hired a vendor to work the bar

How many sober members will be assigned to work the bar? \_\_\_\_\_

*It is recommended that you do NOT assign associate members to work the bar.*

How many drinks will a member or guest be permitted to take at a time? \_\_\_\_\_

# MAKING BYOB EVENTS WORK [CONTINUED]

6 // How will members and guests check in and collect their alcohol?

Ticket System

Each member/guest is given one ticket per drink s/he checks in at the party.  
The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].  
The name of the attendee is written on the tickets.  
The member/guest's drinks are delivered to the central bar area by a member who is working the social event.  
The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

Wristband System

Each member/guest is given one wristband when s/he checks in at the party.  
The name of the attendee is written on the wristband.  
The wrist band is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].  
The member/guest's drinks are delivered to the central bar area by a member who is working the social event.  
The member/guest's wristband is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

Other [Describe]:

7 // How will you monitor that members, associate members, and guests are only drinking the alcohol they brought and checked in at the social event?

[INSERT IN THE [WRITTEN PROCEDURES TEMPLATE](#)]

8 // How will you manage the event?

How many entrances will there be to the party? \_\_\_\_\_  
*It is safest to only have ONE entrance to the event.*

How many people are on the guest list? \_\_\_\_\_  
*Pi Kappa Phi policy limits three guests per member [see page 11 for more information].*

Who will your officer in charge be for the event? \_\_\_\_\_

How many sober monitors will you have at the event? \_\_\_\_\_  
*It is recommended that you have at least one sober monitor for every 15 attendees.*

Who will serve as sober monitors for the event? \_\_\_\_\_  
*It is recommended that you do NOT assign only associate members to serve as sober monitors.*

How will you identify the sober monitors during the event? \_\_\_\_\_

What are the responsibilities of the sober monitors during the event?  
[INSERT IN THE [WRITTEN PROCEDURES TEMPLATE](#)]

*See pages 16-17 for additional information on managing the event.*

*For additional guidelines on implementing a BYOB event, review the [BYOB Guidelines](#) developed by the North-American Interfraternity Conference [NIC].*



# PLANNING A THIRD PARTY VENDOR EVENT

## What is a Third Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders or who are TIPS trained. A Third Party Vendor must:

- Be licensed to sell and serve alcohol in your state, county, and/or city.  
Have you obtained a copy of the license from the Vendor? Y / N
- Have a minimum of \$1,000,000 of general liability insurance, and name the chapter as an additional insured, listing the chapter as a Certificate Holder.  
Have you obtained a copy of the Vendor's Certificate of Insurance? Y / N
- Agree to cash or credit, per drink sales only to individuals over the legal drinking age [i.e. a cash bar].  
Have you reviewed the [Event Contract & Third Party Vendor Checklist](#) with the Vendor? Y / N

## Securing a Contract

Most Third Party Vendors will have a contract they ask you to sign. If they do not, you can utilize the [Event Contract & Third Party Vendor Checklist](#) as your written agreement. The contract with the Vendor [if requested] should:

- Only be executed in the name of the name of the undergraduate chapter [e.g. Alpha Chapter of Pi Kappa Phi Fraternity]. Do NOT use "Pi Kappa Phi Fraternity" or the name of your local housing corporation to execute the contract.
- Limit the obligation to defend or indemnify the Vendor to the sole negligence of the undergraduate chapter. Any language in the contract that establishes an obligation for the chapter to pay for the cost of future damages, loss, or injury should be eliminated if possible. If it is not possible to remove such language, the agreement should stipulate that the chapter will defend, indemnify, and hold the other party harmless for loss arising out of the chapter's negligence.
- Only include additional insured requirements that assume responsibility for the actions of the undergraduate chapter, not the Vendor or other third parties.

The contract must also be in compliance with Pi Kappa Phi's Risk Management Policy. To ensure compliance, review the written agreement to verify:

- The contract does NOT include drink specials for members/guests as part of the room rental fee.
- The contract does NOT include a set amount of free alcohol [e.g. 10 free pitchers, 40 free well drinks, two free drinks per member, etc.].
- The contract does NOT require a minimum amount of alcohol sales during the event.
- The contract does NOT provide free drinks for officers and organizers, or drink specials for all women.

For additional information on securing a contract, see the [Step-by-Step Guide on Securing & Executing an Event Contract](#).

If you are unsure about a contract provision, be sure to e-mail a copy of the contract to Grant Parker, Director of Harm Reduction, [gparker@pikapp.org](mailto:gparker@pikapp.org) for review PRIOR to executing the agreement. Additionally, requests for a copy the chapter's Certificate of Insurance, as well as requests for the vendor to be named as an additional insured on the Fraternity's general liability insurance, should be directed to Grant Parker, Director of Harm Reduction, [gparker@pikapp.org](mailto:gparker@pikapp.org).

# PLANNING A THIRD PARTY VENDOR EVENT [CONTINUED]

## Planning the Event

- 1 // Are there any university or IFC policies that deal with Third Party Vendor events on campus? Y / N  
Are there any university or IFC policies that deal with Third Party Vendor events off campus? Y / N  
If so, what do those policies say? [Do they require a particular amount of insurance? Do they limit the type of alcohol that can be purchased?]

- 2 // All members and guests must be “carded” at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?
- The Third Party Vendor [Recommended]
  - The chapter has hired a security company [see [Security Vendor Checklist](#)]
  - Chapter members
  - Associate members [NOT recommended unless chapter members are also participating]

- 3 // How are you marking the guests, members, and associate members who are of the legal drinking age [i.e. 21 and over]?
- Wristbands that have been dated and marked for that event
  - Specific hand stamp that is unique to the event
  - Other [Describe]:

- 4 // How will you manage the event?

How many entrances will there be to the party? \_\_\_\_\_  
*It is safest to only have ONE entrance to the event.*

How many people are on the guest list? \_\_\_\_\_  
*[Pi Kappa Phi policy limits three guests per member [see page 11 for more information].*

Who will your officer in charge be for the event? \_\_\_\_\_

How many sober monitors will you have at the event? \_\_\_\_\_  
*It is recommended that you have at least one sober monitor for every 15 attendees.*

Who will serve as sober monitors for the event? \_\_\_\_\_  
*It is recommended that you do NOT assign only associate members to serve as sober monitors.*

How will you identify the sober monitors during the event? \_\_\_\_\_

What are the responsibilities of the sober monitors during the event?  
[INSERT IN THE [WRITTEN PROCEDURES TEMPLATE](#)]

*See pages 16-17 for additional information on managing the event.*

# BUILDING A GUEST LIST

1 // Are there any university or IFC policies that limit the number of guests per member for chapter events? Y / N

If so, what do those policies say?

2 // Do the math. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter premises or host venue.

How many members and associate members do you plan to have at the event?

How many guests per member and associate member will you allow at the event?

This is the total number of guests you can invite to your social event.

*Pi Kappa Phi policy limits the attendance of three guests per member.*

*The total number of attendees [members and guests] should not exceed fire code for your venue.*

X

=

3 // Figure out how members will add names to the guest list.

- Spreadsheet or Sign-Up List [see page 12 for an example]  
Create a spreadsheet and allow brothers to add guests' names.  
Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter house.  
Each member and associate members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/associate member].
- Numbered Invitations [see page 13 for an example]  
Distribute numbered invitations to each member/associate member to give to his guests.  
These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.  
Keep a list with each brother and associate member's name on it and the numbers of the invitations they were given.  
During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.
- Closed Facebook Event [see page 14 for more information on the appropriate use of Facebook]  
Create a closed [non-recurring] event with a specific start and end time.  
Do NOT allow friends to extend the guest list.  
Set the Privacy to "Invite Only."  
A designated brother [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.  
Each member/associate member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which brothers will be given access to add guests to the event.
- Other [Describe]:

4 // How many hours in advance will the guest list be closed? \_\_\_\_\_  
*It is recommended that the guest list be closed at least 24 hours prior to the event.*

5 // How long will you keep the guest list after the event? \_\_\_\_\_  
*It is recommended that you keep all guest lists for at least five years following an event.*

# BUILDING A GUEST LIST: USING A SPREADSHEET OR SIGN-UP LIST

## Adding Names to the Guest List

Create a spreadsheet and allow brothers to add guests' names. Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter house. Each member and associate members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. three guests per member/associate member].

| MEMBER NAME          | GUEST #1 NAME | GUEST #2 NAME |
|----------------------|---------------|---------------|
| Anderson, Jeffrey    | _____         | _____         |
| Doe, James Associate | _____         | _____         |
| Peterson, Noah       | _____         | _____         |
| Smith, John Senior   | _____         | _____         |

## Utilizing the Guest List at the Door

Sort the finalized list alphabetically by the guest's last name. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

| GUEST NAME         | MEMBER NAME         | SIGNATURE                | TIME IN        | TIME OUT       |
|--------------------|---------------------|--------------------------|----------------|----------------|
| Gallagher, Jessica | James Associate Doe | _____                    | _____          | _____          |
| Grace, Jennifer    | John Senior Smith   | <i>Jennifer Grace</i>    | <i>10:04pm</i> | <i>1:32am</i>  |
| Jackson, Andrew    | James Associate Doe | <i>Andrew Jackson</i>    | <i>11:08pm</i> | <i>11:47pm</i> |
| MacEllroy, Tabitha | John Senior Smith   | <i>Tabitha MacEllroy</i> | <i>10:07pm</i> | <i>12:12am</i> |
| McNabb, Donovan    | Noah Peterson       | _____                    | _____          | _____          |
| Trumble, Annie     | Jeffrey Anderson    | <i>Annie Trumble</i>     | <i>9:56pm</i>  | <i>11:10pm</i> |

# BUILDING A GUEST LIST: USING NUMBERED INVITATIONS

## Adding Names to the Guest List

Distribute numbered invitations to each member/associate member to give to his guests. These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered. Keep a list with each brother and associate member's name on it and the numbers of the invitations they were given.

|   |      |
|---|------|
| The men of Pi Kappa Phi<br>invite you to a date party at<br>Macadoo's Restaurant [123 College Street] | #001 |
| Friday, February 28th<br>10:00pm – 2:00am   |      |
| IDs WILL BE CHECKED AT THE DOOR<br>Cash bar for guests over 21 years of age                           |      |

## Utilizing the Guest List at the Door

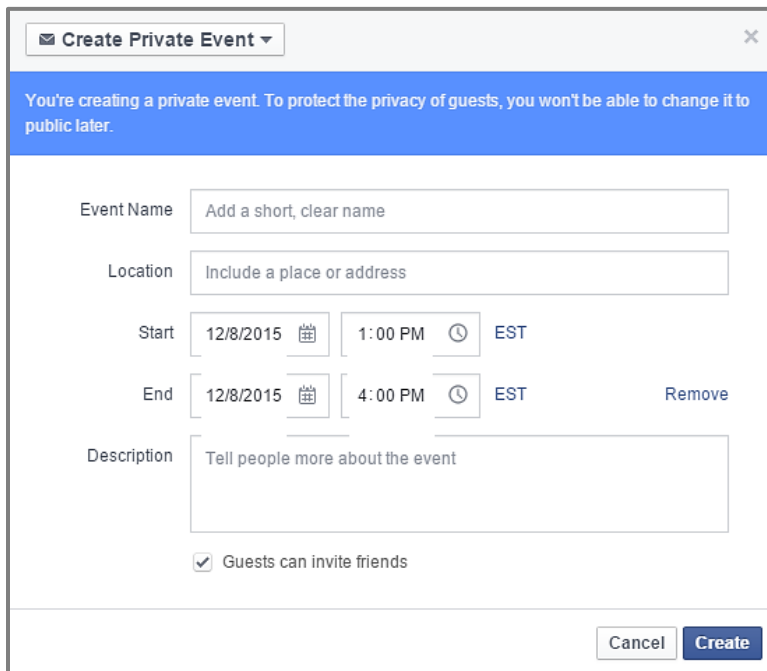
During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

| TICKET | GUEST NAME            | MEMBER NAME         | TIME IN        | TIME OUT       |
|--------|-----------------------|---------------------|----------------|----------------|
| #001   | _____                 | Jeffrey Anderson    | _____          | _____          |
| #002   | <i>Annie Trumble</i>  | Jeffrey Anderson    | <i>9:56pm</i>  | <i>11:10pm</i> |
| #003   | <i>Andrew Jackson</i> | James Doe Associate | <i>11:08pm</i> | <i>11:47pm</i> |
| #004   | <i>Shayna Smith</i>   | James Doe Associate | <i>10:03pm</i> | <i>1:29am</i>  |
| #005   | _____                 | Noah Peterson       | _____          | _____          |
| #006   | <i>Katy Perry</i>     | Noah Peterson       | <i>12:01am</i> | <i>1:36am</i>  |

# BUILDING A GUEST LIST: USING FACEBOOK

Facebook can be utilized in the process of planning and creating your guest list. The following are some specific guidelines and reminders for using a Facebook event as your guest list.

## Creating the Event



The screenshot shows the 'Create Private Event' form on Facebook. At the top, there is a blue banner with the text: 'You're creating a private event. To protect the privacy of guests, you won't be able to change it to public later.' Below this, the form includes several input fields: 'Event Name' with the placeholder 'Add a short, clear name'; 'Location' with the placeholder 'Include a place or address'; 'Start' time set to '12/8/2015' at '1:00 PM' in 'EST'; 'End' time set to '12/8/2015' at '4:00 PM' in 'EST' with a 'Remove' link; and a 'Description' field with the placeholder 'Tell people more about the event'. There is a checked checkbox for 'Guests can invite friends'. At the bottom right, there are 'Cancel' and 'Create' buttons.

When you create your Facebook event, be responsible in choosing how to describe the social event. The contents of your invitation may be public and should be treated as such. Do NOT describe your event in a way that would lead others people to believe you plan to violate Pi Kappa Phi's Risk Management Policy.

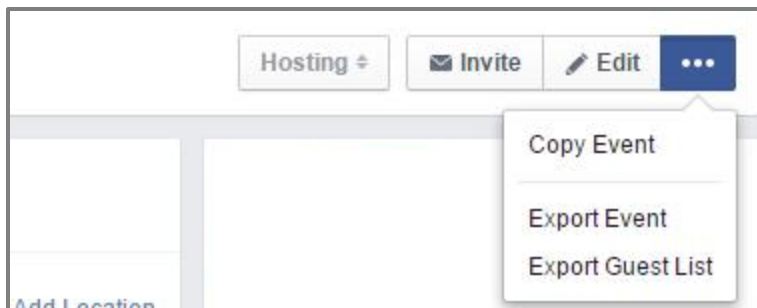
Any party/event must be SPECIFIC, and not simply a recurring group. Give it a specific start/end time and location. Do NOT simply create a "Pi Kapp Party" group and attempt to use it as a guest list.

Ensure the event follows these parameters:

- Choose "Create a Private Event."
- Designate a start and end time for the event.
- Do NOT allow guests to invite friends.
- Do NOT allow members or guests to post photos or videos.
- Designate a Host for the event [e.g. Risk Management Chair].

Once the event is created, the Host should invite each member/associate member's guests OR designate a period of time during which members will be given access to add guests to the event [e.g. make each member a Host for 24 hours after a chapter meeting to invite guests].

## Utilizing the Guest List at the Door



The screenshot shows the Facebook event management interface. At the top, there are buttons for 'Hosting', 'Invite', 'Edit', and a three-dot menu. The three-dot menu is open, showing options: 'Copy Event', 'Export Event', and 'Export Guest List'. Below the menu, there is a table with columns for 'Add Location' and other details.

1 // As the host of the event, select the three dots for more information and click "Export Guest List" to open the list of attendees in an Excel spreadsheet.

2 // Sort the finalized list alphabetically by the guest's last name. Be sure to add the name of the member inviting the guest and leave spaces for the guest's signature, time in, and time out.



# CREATING A POSITIVE ENVIRONMENT

Behavior is a function of the interaction between people and their environment. The characteristics of the environment at social events, therefore, sends cues to members and guests about the behavior you expect and will allow. Part of planning a safe and successful event is taking intentional steps to create an environment that encourages positive behavior and promotes healthy and respectful relationships.

- 1 // Create an environment in compliance with Pi Kappa Phi's Risk Management Policy by ensuring:
  - There are NO tables or paraphernalia within the chapter facility or at the event that are used or give the appearance they are used for drinking games.
  - There are NO kegs or other common source alcohol containers [e.g. punch containers, cases, handles of liquor, etc.] within the chapter facility or at the event.
  - The event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur.
  
- 2 // Will there be a water feature [e.g. slip-and-slide, etc.] at the event? Y / N  
*Water features may only be present if contracted through a vendor with general liability insurance.*
  - Have you secured a vendor and obtained a copy of the Vendor's Certificate of Insurance? Y / N
  
- 3 // Does the event have a theme [see [Party Themes Fact Sheet](#)]? Y / N  
Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:
  - Does NOT rely on the stereotypes of certain groups.
  - Does NOT encourage offensive dress or costumes.
  - Does NOT stereotype men or women.
  - Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
  - Is NOT centered on making fun of a particular group of people, culture, or organization.
  - Does NOT lend itself to members, associate members, or guests taking the theme to a place that is disrespectful or degrading.
  
- 4 // What additional steps will you take to help reduce risk and create a positive environment during the event [see [Risk Reduction Checklist](#)]?
  - Prohibit glass bottles
  - Provide ample [non-salty] food without charge at the event
  - Provide ample non-alcoholic beverages without charge at the event
  - Stop the service of alcohol at least one hour before the event ends
  - Select music that is NOT disrespectful or degrading to a particular group of people or culture and that does NOT encourage high risk drinking behaviors
  - Limit the areas in the facility that are accessible to members and guests during the event
  - Other [Describe]:
  
- 4 // Will there be a copy of the [Emergency Management Plan](#) posted in the chapter facility or available during the event? Y / N



# MANAGING THE EVENT

## Working the Door

1 // Who is working the door [e.g. verifying names on the guest list, monitoring sign in and sign out, etc.]?

- Chapter members
- Associate members [NOT recommended unless chapter members are also participating]
- The chapter has hired a security company [see [Security Vendor Checklist](#)]
- The Third Party Vendor [see [Event Contract & Third Party Vendor Checklist](#)]

2 // Who is checking IDs?

- Chapter members
- Associate members [NOT recommended unless chapter members are also participating]
- The campus police provide someone to check IDs
- The chapter has hired a security company [see [Security Vendor Checklist](#)]
- The Third Party Vendor [see [Event Contract & Third Party Vendor Checklist](#)]

3 // How are you marking the guests, members, and associate members who are of the legal drinking age [i.e. 21 and over]?

- Wristbands that have been dated and marked for that event
- Specific hand stamp that is unique to the event
- Other [Describe]:

4 // How many entrances will there be to the party? \_\_\_\_\_

*It is safest to only have ONE entrance to the event.*

*Members and guests should be able to EXIT the building in multiple ways in case of emergency [i.e. do not chain doors, block exits with furniture, etc.].*

## Event Monitors

1 // Who will your officer in charge be for the event? \_\_\_\_\_

2 // How many sober monitors will you have at the event? \_\_\_\_\_

*It is recommended that you have at least one sober monitor for every 15 attendees.*

3 // Who will serve as sober monitors for the event? \_\_\_\_\_

*It is recommended that you do NOT only assign associate members to serve as sober monitors.*

# MANAGING THE EVENT [CONTINUED]

4 // How will you identify sober monitors during the event?

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5 // What are the responsibilities of the sober officers and sober monitors during the event [see [Sober Officer & Sober Monitor Resource](#)]?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door
- Mark the guests, members, and associate members who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance [e.g. no drinking games; no possession, sale, or use of illegal drugs or other controlled substances, etc.]
- Intervene if members or guests attempt to engage in behavior that is sexist, sexually abusive, or demeaning to women or men
- Intervene if members or guests attempt to dance with others without permission, force or encourage someone to consume additional alcohol, etc.
- Other [Describe]:

6 // Develop procedures for how sober officers and sober monitors will respond to the following challenges or issues that may occur during the event:

- Uninvited guests show up at the event
- Local or campus police are called to the event
- Noise complaints are received from neighbors
- Members or guests engage in fighting, physical aggression, or other behaviors that could escalate or become increasingly problematic
- Alcohol-related emergency during the event
- Report of a crime during the event
- Fire reported during the event

7 // How will you communicate your expectations of sober officers and sober officers to the individuals assigned to work the event? [ see Sober Monitor Training Guide].

## Transportation

1 // Will you provide transportation to and from the event?

Y / N

If so, how?

- Licensed transportation vendor [e.g. charter bus]
- Campus safe ride program
- Pre-paid cab service
- Designated driver program [see [Designated Driver Guidelines](#)]
- Other [Describe]:

# PLANNING A CO-SPONSORED EVENT

When planning an event with another organization [e.g. a mixer/swap with a sorority], Pi Kappa Phi prohibits chapters from “[co-hosting or co-sponsoring, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol]

In order to facilitate a successful event, you should review these questions with each of the co-sponsoring organizations.

- 1 // Who is the co-sponsoring organization? \_\_\_\_\_
- 2 // When and where is the event [date, time, and location]? \_\_\_\_\_
- 3 // Does the co-sponsoring organization have a risk management policy? Y / N  
If so, have you reviewed the policy? Y / N  
*If the co-sponsoring organization’s policy is more restrictive, you must follow their risk management policy.*
- 4 // Does the co-sponsoring organization’s policy require any additional event management procedures? Y / N  
If so, what are they [check all that apply]?
  - Alternative food and beverage [e.g. non-salty snacks and non-alcoholic beverages]
  - Licensed third party transportation to and from the event
  - Event registration with the inter/national organization and/or regional volunteer
  - Other [Describe]:
- 5 // How will alcohol come to the event [if applicable]?
  - Bring Your Own Beverage [BYOB]  
Everyone brings their own alcohol, including members, associate members, guests, and alumni [see pages 7-8 to help plan the chapter’s BYOB event].
  - Third Party Vendor  
Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event [see pages 9-10 to help plan the chapter’s Third Party Vendor event].
- 6 // Do each of the co-sponsoring organizations have insurance? Y / N
- 7 // Do each of the co-sponsoring organizations appear on all contracts for the event? Y / N

# PLANNING A CO-SPONSORED EVENT [CONTINUED]

8 // Does the event have a theme? Y / N

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- Does NOT rely on the stereotypes of certain groups.
- Does NOT encourage offensive dress or costumes.
- Does NOT stereotype men or women.
- Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
- Is NOT centered on making fun of a particular group of people, culture, or organization.
- Does NOT lend itself to members, associate members, or guests taking the theme to a place that is disrespectful or degrading.

9 // Who is the co-sponsoring organization's office in charge? \_\_\_\_\_

10 // How many sober monitors will the co-sponsoring organization provide for the event? \_\_\_\_\_

11 // How will you identify sober monitors during the event? \_\_\_\_\_

12 // What are the responsibilities of the sober officers and sober monitors during the event [see [Sober Officer & Sober Monitor Resource](#)]?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door
- Mark the guests, members, and associate members who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance [e.g. no drinking games; no possession, sale, or use of illegal drugs or other controlled substances, etc.]
- Intervene if members or guests attempt to engage in behavior that is sexist, sexually abusive, or demeaning to women or men
- Intervene if members or guests attempt to dance with others without permission, force or encourage someone to consume additional alcohol, etc.
- Other [Describe]:

13 // Have you reviewed Pi Kappa Phi's [Crisis Management Plan](#) with the co-sponsoring organization? Y / N

14 // What additional steps will the co-sponsoring organization take to help reduce risk during the event?  
[INSERT IN THE [WRITTEN PROCEDURES TEMPLATE](#)]

# ADDITIONAL RESOURCES

[pikapp.org Resource Library \[pikapp.org/resources/resource-library/\]](http://pikapp.org/resources/resource-library/)

[Philosophy of the Organization Regarding Alcohol](#)

[Philosophy of the Organization Regarding Illegal Drugs & Other Controlled Substances](#)

[Philosophy of the Organization Regarding Sexual Misconduct, Dating Violence, Domestic Violence, & Stalking](#)

[Pi Kappa Phi Fraternity Risk Management Policy](#)

[Illegal Drugs & Other Controlled Substances Resource](#)

[Prevention Plan Template](#)

[Tailgating Best Practices \[Developed by Holmes Murphy\]](#)

[Written Risk Management Procedures Template](#)

## Staff & Volunteer Contact Information

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[Chapter Advisor]

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