

SOCIAL EVENT PLANNING

SECURITY VENDOR GUIDE

It is recommended that you hire professional security for your events. Off-duty police officers are preferred when and where possible, but if you hire an outside security company, the following checklist will help you hire security that is adequately bonded and professional, and will provide the best risk management strategy for your event.

THE VENDOR SHOULD:

- ___ Be properly licensed and bonded by the appropriate local and state authority. Ask for copies of their state and local licenses.
- ___ Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance broker. Ideally, the certificate of insurance should name as additional insured (at a minimum) the local chapter of the fraternity/sorority hiring the vendor as well as the inter/national fraternity/sorority with whom the local chapter is affiliated. Ask for copies of the certificate of insurance and highlight required.
- ___ Provide only security guards who have passed a background check. If possible, utilize security guards who have received training in fraternal risk management policies.
- ___ Provide a minimum of one security person for each 100 guests
- ___ Assume in writing all the responsibilities that the security company will provide, including but not limited to:
 - a. Checking identification cards upon entry against guest lists
 - b. Managing all entrance/exit points of the venue
 - c. Removing guests who are disrupting the event
 - d. Preventing guests from leaving with alcohol
 - e. Responding to any disruptions that take place at the party in conjunction with local law authorities.
 - f. Conduct periodic sweeps of parking lots and other exterior areas.

If requested, Sorority & Fraternity Life staff may be able to refer you to professional staff that is willing to review the contracts for your events.