

SOCIAL EVENT PLANNING

GUIDE

BE FAMILIAR WITH FIGP STANDARDS

FIGP serves as the standard policy and practice for most organizations on our campus. Organizations who are not member groups of the Fraternal Information & Programming Group each outline policies equal to or greater than those listed within FIGP. Should an organization have a policy that goes beyond that of the standard FIGP policy, the organization should observe the strictest outlined practice. FIGP also outlines standard policies as it relates to hazing, sexual abuse and harassment, fire, health and safety and the education of policies with member groups.

CONSULT NATIONAL POLICIES

Each organization sets its own national policies in regard to social event planning. It is critical that you understand, follow and respect the policies of your national organization AND those of all other co-hosting organizations. When co-hosting a social event with other organizations the strongest/strictest policy stands and must be followed by all that attend, regardless of the guests affiliation.

An understanding of national policies is not only important for the safety of your members but also the liability of your organization. Insurance provided through your national organization or liability insurance purchased for a special event is often void should your policies not be adhered to at the event.

WHAT CONSTITUTES A ORGANIZATION EVENT?

- Is the event being hosted or planned by one or more members and supported by the Executive Council? Y / N
- Is the event financed by the organization and/or being hosted on organization property? Y / N
- Does the Executive Council have prior knowledge of the event? Y / N
- Is the event listed or advertised on the organization website or social media accounts? Y / N
- Do online invitations refer to the organization? Y / N
- Is the event listed on a organization calendar [public or private]? Y / N
- Will the event be announced at a organization meeting? Y / N
- Will members of the Executive Council be in attendance? Y / N
- Are members attempting to give the appearance that the party isn't associated with the organization? Y / N
- If guests were stopped on their way to the event, would they say they were going to a XYZ event? Y / N
- Is the event actively or passively endorsed by a majority of the active organization? Y / N
- Have members of the organization lied about the event? Y / N

HOW WILL ALCOHOL GET TO THE EVENT?

You must check your national organization and Texas Tech governing policies to ensure that BYOB events are permitted before selecting BYOB

BYOB (BRING YOUR OWN BEVERAGE)

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

Use the BYOB Guide to plan your 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.

Use the Third Party Vendor Guide to plan your event.

SOCIAL EVENT PLANNING

BYOB GUIDE

THE DOOR

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

- Organization members
- New members [NOT recommended unless chapter members are also participating]
- The campus police provide someone to check IDs
- The organization has hired a security company [see Security Vendor Checklist]

How are you marking the guests, members, and new 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]:

How many drinks will you allow each person of legal drinking age to bring to the social event?

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

Beer: # _____ Wine Coolers: # _____ Malt Beverages: # _____ Liquor: # _____

THE BAR

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?

- Organization members
- New members *(It is recommended that you do NOT assign new members to work the bar)*
- The organization has hired a vendor to work the bar or the venue provides someone one to work the bar

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

(It is recommended that you do NOT assign new members to work the bar)

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

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.

OTHER (Describe):

PUNCH CARD SYSTEM

- Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.
- The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].
- The name of the member/guest is written on the punch card.
- 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 ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

SOCIAL EVENT PLANNING

BYOB GUIDE

MEMBER & GUEST MANAGEMENT

How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event? *Discuss procedures in detail with all involved officers and vendors.*

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? _____

FIPG recommends a limit of two guests per member [see Guest List Guide 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 new 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?

Discuss procedures in detail with all involved officers and vendors.

SOCIAL EVENT PLANNING

THIRD PARTY VENDOR GUIDE

THE 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 only TABC 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 organization as an additional insured, listing the organization 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

Review the OSFL Preferred Vendors List for FIPG Compliant Vendors in the area.

Have you reviewed your organization's contract with the Third Party Vendor?

You want to ensure the contract is in compliance with your national organization's social event policies. Look out for:

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 [10 free pitchers, 40 free well drinks, 2 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.

THE DOOR

All members and guests must be "carded" at the door to verify their age. Who is checking members' and guests' IDs at the door?

The Third Party Vendor [*Recommended*]

The organization has hired a security company [*see Security Vendor Checklist*]

Organization members

New members [*NOT recommended unless organization members are also participating*]

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THIRD PARTY VENDOR GUIDE

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Will you provide transportation to and from the event?

If so, how?

___ Licensed transportation vendor [e.g. charter bus]

___ Campus safe ride program

___ Pre-paid cab service

___ Designated driver program [refer to any designated driver policies your organization may have]

___ Other [Describe]: