EVENT DATE:

This Social Event Registration Form must be completed by any University of West Georgia fraternity or sorority wishing to hold an on or off-campus social function with alcohol present. The Social Event Registration Form ensures fraternity and sorority chapters are following the policies set forth by the University of West Georgia Student Handbook, the University of West Georgia Social Policy, and the policies set forth by the chapter’s national organization.

For a typical 5 day week, 6 business days is defined as:
For Thursday events, 6 business days is two Wednesdays prior to the event.
For Friday events, 6 business days is two Thursdays prior to the event.
For Saturday events, 6 business days is two Fridays prior the event.

This form will only be accepted with all signatures and if turned in 6 business days prior to the event, not including day of event.

Location of Event
There are two different types of locations for fraternities and sororities events. These two locations are the chapter house or at a third-party vendor. Please check the box for the location of your event and follow the instructions listed for that location.

☐ Chapter House (Greek Village, Sigma Nu and Chi Phi)
  o Step 1- Fill out pages 2-4 of the Social Event Registration Form
  o Step 2- Schedule meeting with Ashley Dobbs (https://adobbs.youcanbook.me/) the designated UWG staff member to discuss event details and obtain signature. Office is located in Housing and Residence Life Office.
  o Step 3- At the meeting you will turn in the Social Event Registration Form COMPLETED with all signatures (6 business days prior to event)

☐ 3rd Party Vendor
  o Step 1- Fill out pages 2-4 of the Social Event Registration Form
  o Step 2- Schedule meeting with Ashley Dobbs (https://adobbs.youcanbook.me/) the designated UWG staff member to discuss event details and obtain signature. Office is located in Housing and Residence Life Office.
  o Step 3- At the meeting you will turn in the Social Event Registration Form COMPLETED with all signatures (6 business days prior to event)

FOR OFFICE USE ONLY

Date/Time of Meeting: ___________ Event is: REGISTERED or DENIED Email sent: ___________

NOTES: ______________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

UWG Staff Signature: __________________________ Date: __________________

UWG official signature validates registration process as complete.
Event Information
This form is for chapter sponsored events in which alcohol is present. Please complete pages 2-4 and the form must be completed and turned in 6 business days prior to the event and submitted to Ashley Dobbs (adobbs@westga.edu) at your event registration meeting.

Type of Event: (Please circle)  
**Chapter House Event** (Greek Village, Chi Phi or Sigma Nu)  
**3rd Party Vendor Social** (Date Night/Formal/Semi-Formal)

Sponsoring Chapter Name: ___________________________________________________________________

*For chapters co-sponsoring events, each chapter must fill out individual forms

Event Name: ______________________________________________________________________________

Event Date: __________________________ Location of Event: ____________________________________

Number of Attendees: ____________ (# of members) + _____________(# of guests) = ____________(Total*)
*The maximum number of attendees is equivalent to 2 guests per member

Start Time: ________________ End Time: _________________  
**Chapter House Events must end by 12a.m. Sun-Thurs, 2:00a.m. Friday-Sat, shutdown will start 30 mins prior to event end time**

Sponsoring Chapter Information
The chapter must list the information of all of the following persons.

The Event Chairperson is described as the chapter member who is in charge of the specific event listed on this form. The Event Chairperson and Advisor are the only person that should be in communication with UWG staff about the event.

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
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<td>Event Chairperson</td>
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<td>President</td>
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Explain how guests will be invited to the event:_________________________________________________________

Explain how you will have guests sign in and out of your event:__________________________________________
Event Management

1. List the event monitors (non-drinking members) who will monitor the event. One event monitor must be an executive council member. No more than two new members can be event monitors. All event monitors must be easily identifiable per the University of West Georgia Social Greek Risk Management Policy and Social Event Registration Procedures. At minimum 6 event monitors are required at all events. For events with 101-150 attendees, 7 event monitors are required. For events with 151+ attendees, 8 event monitors are required.

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Food: (amounts should reflect the number of people invited)

2. Type of food to be provided: ____________________________________________________________

3. Amount of food to be provided: _________________________________________________________

Beverages: (amounts should reflect the number of people invited)

4. Type of beverages to be provided: _____________________________________________________

5. Amount of beverages to be provided: ____________________________________________________

6. Describe how alcohol will be managed: _______3rd Party Vendor _______BYOB (with ticketing system)

   If BYOB, it will be managed by a ticketing system: NOTE: NO HARD LIQUOR IS PERMITTED

   BYOB Ticketing System:
   • Each guest that is identified and marked as 21 is given one ticket per drink he/she checks in at the event (Maximum of six (6), (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages)
   • The tickets are personalized with the type of drink the guest brings including their name on each ticket (ex: Jon Wolf, Bud Light can, 1 of 6)
   • The guest redeems tickets (one at a time) for his/her drink at the bar

7. Describe how IDs will be checked to identify those who are 21 years old and older:
8. If transportation will be utilized, list who will provide it and how: ____________________________________________

Chapter Property Checklist
As the sponsoring organization and the event chairman for ____________________’s (insert chapter name) event on ________________ (insert date), my initials indicate agreement and assumption of the following responsibilities:

____ 1. Checking identification of attendees and the keeping of the guest/attendance list
____ 2. Visibly identifying with wristbands those that are 21 or older and not serving anyone under the age of 21
____ 3. Maintaining control of all alcohol containers (i.e. No glass bottles)
____ 4. Closing down the event in a timely manner (12a.m. on Sunday-Thursday, 1:30a.m. Friday-Saturday)
____ 5. The event space will be clean and free of debris by 7:00a.m. the day following the event
____ 6. The event space will be contained (i.e. Orange fencing)
____ 7. Appropriate number of event monitors will be used to monitor event and will be easily identifiable

3rd Party Vendor Checklist
As the sponsoring organization and the event chairman for ____________________’s (insert chapter name) event on ________________ (insert date), my initials indicate agreement and assumption of the following responsibilities:

____ 1. The chapter/individuals are not permitted to purchase alcohol to be given away
____ 2. Alcohol is purchased with cash by members/guests directly from vendor
____ 3. The establishment is properly licensed to sell/serve alcohol by both local and state authorities
____ 4. The establishment is insured with a minimum of $1,000,000 of general liability insurance
____ 5. The vendor will assume the responsibility of checking identification and the guest/attendance list
____ 6. The vendor will assume the responsibility of visibly identifying those that are 21 years of age or older and those under the age of 21 and only serving to those of age
____ 7. The vendor will assume the responsibility of maintaining control of all alcohol containers

Acknowledgement of Policies and Procedures
By signing below, I am stating that I understand it is my organization’s responsibility to be in compliance with the University of West Georgia Policies and Social Policies, my National Organization’s Policies, and FIPG Guidelines. I certify that all the above information is accurate and my organization will abide by the guidelines established for this event and ensure policies and procedures will be followed. My fraternity/sorority is responsible for ensuring the safety of all members and guests attending the event. I understand that in the event of a violation of these policies, the chapter(s) involved may be subject to sanctions imposed by the University of West Georgia Office of Student Conduct and/or my (inter)national organization.

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