University of West Georgia - Social Greek Event Registration Form

This form must be completed by any fraternity or sorority wishing to hold a social function on or off campus. This form is due to the Center for Student Involvement at least 7 days prior to the event. This form will not be accepted without all signatures and all documents attached.

Host Chapter or Sponsor: ___________________________ Other Participating Chapters or Co-Sponsors: ___________________________

EVENT INFORMATION

Type of Event: □ Social Event □ Date Night □ House Event □ Formal/Semi-Formal □ Alumni Event □ Other: ______
Name of Event: __________________________________________ Location Of Event: __________________________________
Date of Event: ___________________ Starting Time: ___________ Ending Time: ___________________
No. Members Attending: ________ No. Guests (Limited to Members x 2): ________ Total (Members + Guest): __________
Will amplified sound be used? □ Yes □ No Will Alcohol Be Present at this Event? □ Yes □ No
If yes, how will they be distributed? □ Third Party Vendor □ Individual Attendees (BYOB)
Type and amount of food to be provided (Required): __________________________
Type and amount of non-alcoholic beverages to be provided (Required): __________________________

SOBER MONITORS AND DESIGNATED DRIVERS

List two chapter members who will be in charge of the event, they must be officers. These individuals must be sober and available at all times during the event. THEY MAY NOT BE NEW MEMBERS! There must be one additional monitor per every 50 guests.

NAME: ___________________________ OFFICE: ___________________________ CELL PHONE: ___________________________
NAME: ___________________________ OFFICE: ___________________________ CELL PHONE: ___________________________
NAME: ___________________________ NAME: ___________________________
NAME: ___________________________ NAME: ___________________________

Bus/Taxi Transportation

WILL BUSES/TAXIS BE USED? □ Yes □ No
IF YES, NAME OF BUS/TAXI COMPANY: ___________________________ TELEPHONE NUMBER: ___________________________
LIST ANY OTHER TRANSPORTATION ___________________________

SPONSOR INFORMATION

The Sponsor of this Event is required to turn in the Guest List 7 days before the event and no later than 7 days after the event occurs.

Event Chairperson Name ___________________________ Phone ___________________________
E-Mail Address ___________________________
Advisory Board Member Signature ___________________________ Date ___________________________
Phone ___________________________
President Signature ___________________________ Date ___________________________
Phone ___________________________

CO-SPONSOR INFORMATION

Event Chairperson Name ___________________________ Phone ___________________________
E-Mail Address ___________________________
Advisory Board Member Signature ___________________________ Date ___________________________
Phone ___________________________
President Signature ___________________________ Date ___________________________
Phone ___________________________

I hereby certify that, as the event chairperson for this organization, I understand that I am responsible for coordinating and overseeing this event. I hereby agree that I will be present for the duration of the event. I will be available to meet with any University official to review the procedures which are to be followed for registered social functions. Also by signing below, you agree to the General Terms and Conditions: University Ground Use Permits & Student Affairs Registered Events.

Event Chairperson Signature ___________________________
Housing and Residence Life Date: ___________________________
Greek Village Manager Signature ___________________________

Date Received ___________________________

Center for Student Involvement
Pre-Event Guest List: ___________________________
Post-Event Guest List: ___________________________
Comments: ___________________________
Process for Completing the Blue Form

Blue Forms must be filled out for any event where alcohol will be present.

The Blue Form must be completed and turned in with ALL supporting documents, meetings, and signatures 7 days prior to the event.

7 days before the event means...
- For a Thursday event, the form will be due the previous Friday.
- For a Friday event, the form will be due the previous Friday (CSI is not open Saturday-Sunday).
- For Weekend Events (Saturday-Sunday), the form will be due two Fridays before event.

If location of event is in Greek Village...
- Pick up a Blue Form from the Center For Student Involvement Office.
- Complete all sections of the Blue Form
  - Event Information
  - Sober Monitors and Designated Drivers
  - Transportation
- Complete all sections of the Blue Form
  - Sponsor Information
  - Event Chairperson Signature
  - Advisor Signature
  - Guest List
- Schedule a meeting with Housing and Residence Life Greek Village Management by phone, email, or stopping by the Greek Village Management Office. In this meeting you will discuss your event and obtain proper signatures.
  - Phone: 678-839-5286
  - Email: greekvillage@westga.edu
- 7 days prior to event bring COMPLETED Blue Form to CSI Office in the Campus Center, Room 304, to turn into Kelsey Morrissey, Michael Steele, or Chris Geiger.

If location of event is outside of Greek Village...
- Pick up a Blue Form from the Center For Student Involvement Office.
- Complete all sections of the Blue Form
  - Event Information
  - Sober Monitors and Designated Drivers
  - Transportation
- Complete all sections of the Blue Form
  - Sponsor Information
  - Event Chairperson Signature
  - Advisor Signature
  - Guest List
- 7 days prior to event bring COMPLETED Blue Form to CSI Office in the Campus Center, Room 304, to turn into Kelsey Morrissey, Michael Steele, or Chris Geiger.

Contact Information
Center For Student Involvement
Michael Steele, Assistant Director for Greek Life, msteele@westga.edu, 678-839-6526
Kelsey Morrissey, Graduate Assistant for Greek Life, si-kmorri22@westga.edu, 678-839-6526
Chris Geiger, Director of Center For Student Involvement, cgeiger@westga.edu, 678-839-6526
Housing and Residence Life
Carol Bennett, Manager of Housing, cbennett@westga.edu, 678-839-5286
Stephen Whitlock, Director for Housing and Residence Life, swhitloc@westga.edu, 678-839-6426