# Sorority & Fraternity Life

## Chapter Risk Management Plan for 3rd Party Vendor Socials

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| Chapter Information |
| Chapter Name:      |
| Primary Contact:      |
| Email:      |
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| Education |

What does your chapter do to educate its members prior to any social events?

Is there risk management education that happens with your new members prior to them attending social events? If so, what education is provided?

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| 3rd Party Vendor |

I am aware that I have to register all social events via the Social Registration Form 5 days prior to the event.

[ ]  Yes [ ]  No

When finding a 3rd party vendor do you check for the following?

* Licensed to sell and serve alcohol in the state, county, and/or city [ ]  Yes [ ]  No

*Ask for a copy of the license from the vendor*

* Have a minimum of $1,000,000 of general liability insurance [ ]  Yes [ ]  No

*Ask for a copy of the Vendor’s Certificate of Liability*

When reviewing the contract for a 3rd party do you check for the following?

* The contract does NOT include drink specials as part of the rental fee [ ]  Yes [ ]  No
* The contract does NO include a set amount of free alcohol [ ]  Yes [ ]  No
* The contract does NOT require a minimum amount of alcohol sales during the event [ ]  Yes [ ]  No
* The contract does NOT provide free drinks to any members or guests [ ]  Yes [ ]  No

Who is checking IDs to verify age for those that wish to consume alcohol?

How are guests being marked that are over and/or underage?

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| Event Management |

Is there food and non-alcoholic beverages available at your venue?

How many entrances will there be to the event?

Do you utilize a guest list? And if so, how is it used?

How many sober monitors do you have at your 3rd party vendor socials?

Are there any members of the Exec Board that are sober monitors?

What is the transportation to and from your 3rd party vendor socials?

What is your chapter’s plan to ensure and follow up with member that are breaking policies or acting inappropriately?

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| Comments |

Additional Comments:

*I have read, discussed and plan to implement all of these procedures for each 3rd party vendor event that we host and/or co-host. I also do understand that I still need to submit a Social Registration Form with Sorority & Fraternity Life for each event that the chapter is participating in or hosting. We affirm that this plan and any documentation is true, correct and complete. We accept all responsibility for enforcing the plan, the Inter/National Headquarters policies, University policies, city ordinances, fire codes and the laws of the State of Ohio.*

Required Signatures:

Social Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Print Name Signature*

Chapter President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Print Name Signature*

Chapter Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Print Name Signature*