Event Planning Guidelines and Procedures

Deadlines and other requirements: Now that you have submitted your online form, please review this document and return it signed to Myra Lumpkin within 48 hours.

The Wednesday before the event you will need to submit the following by 5pm:
Duties Roster
Sample of Wrist band
Preliminary Guest

The Friday of or before the event the following will need to be submitted by 5pm:
Final Guest list to be used at check-in

The Monday following the event the following needs to be submitted by 5pm:
The actual guest list used at the event’s check-in.

GUEST LIST. The guest list must be typed in spread sheet format. Each guest list must be specific for each event and include name and date of the event. The guest list must be numbered and not exceed the 1 active member to 4 guest ratio as set by the university. Your guest list must include the following columns: Last name, First name, Who Invited the Guest, Guest’s Signature and 21 (yes or no). And finally must include total number of persons in attendance. Your guest list must ONLY include those who have RSVP’d yes to your event.

THE ENTRANCE. The entrance to the party shall serve two purposes: to make sure all persons entering the party are either members in the sponsoring organization or are on the guest list; and to check identification of individuals entering the party. At least one executive member of the chapter (one from each chapter if jointly sponsored) should be at the entrance at all times.

IDENTIFICATION. All persons shall have their valid state IDs or driver’s license checked at the entrance to the party.

WRISTBANDS. Wristbands will be given out at the entrance of the party, and will be issued only to those of legal drinking age. For jointly held functions, the sponsoring groups should have different colored wristbands.

THE BAR. There is to be a single bar area with designated servers who are of legal drinking age and are not consuming alcohol. No alcohol may be distributed from any other area of the fraternity house (this includes upstairs rooms). Designated servers will not serve anyone who is visibly intoxicated. Do not permit members and guests who have not reached the legal drinking age to provide or consume alcohol. In addition, you must ensure that of-age members and guests do not supply alcohol to those underage. Limit the amount to be brought per person. Members and guests who have brought alcohol to your event must deposit all their alcoholic beverages at the bar. The bartenders may then serve them at their request, but reserve the right not to serve any guest who has had too much to drink or is intoxicated, even if he or she hasn’t finished what he or she brought. Bartenders should serve drinks one at a time and should never allow an of-age member or guest to share any alcohol with anyone who is underage. A good rule of thumb for bartenders is to limit people to about one and a half drinks maximum per hour.

PROCEDURES FOR BYOB PARTIES. Once a person of legal drinking age with alcohol has entered the party and obtained a wristband, he/she will immediately take the alcohol to the bar and exchange it for a punch card with all the relevant information written on it by the party hosts (e.g., a six-pack of beer for six tickets designated for that brand of beer). A person may receive only one beverage at a time. The hosting organization(s) will be responsible for monitoring the party to make sure no one is drinking without a wristband. Further, no person shall be in possession of more than one beverage at a time.

ENDING TIMES AND ALCOHOL CHECKOUT. All parties should have a designated ending time. Thirty minutes before the designated time, an announcement must be made to the effect that the bar will be closing and that it is “LAST CALL” for the party. All drinking will be ceased by the designated ending time. Left-over alcohol is to be picked up the following day by the individual who brought it, by presenting their punch card at the door, otherwise the chapter is to discard any unclaimed alcohol, this doesn’t mean consuming it.
CRISIS MANAGEMENT

When an incident arises involving bodily injury to a fraternity member or fellow student, on or off the chapter premises involving members of the chapter in any way, the following procedure should be followed:

Member Education/Notification

1. Make sure that every chapter member understands that the President is in charge of an emergency situation. The chapter should develop a system for identifying which officer takes over if the President is absent.

2. Make sure that your Chapter Advisor is aware of your crisis management procedures.

3. Include a review of the chapter's crisis procedures in your fraternity education program each term. All chapter members must know who is in charge and be prepared to follow instructions.

General procedures

1. In emergency, first call 9-11, then when it is safe to do so next call should be to Campus Safety 810-762-9501. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond. Give the chapter's house address not just your fraternity/sorority name.

2. Secure the chapter house at once. The president cannot give instructions and maintain control if members are leaving and strangers are entering. Permit only your members, alumni, and appropriate officers to enter the chapter house. If your chapter does not have housing, identify a common meeting place. Assign a few members to calmly control access to the chapter house. In the case of a fire, do not allow members to return inside.

3. Before you leave the phone, the third call is to the Office of Greek Life:

   Myra Lumpkin, Coordinator for Greek Life, 810-762-9743 (office) 810-444-5864 (cell)
   Betsy Homsher, Dean of Students, 810-762-9540 (office), 810-444-7846 (cell)

   If you are in doubt as to whether or not a situation is serious, call anyway.

4. The next call is to your chapter advisor or a member of the house corporation board. Have a discussion with these people prior to an emergency situation and come to an agreement on who is to be notified.

5. Call your National/International headquarters.

6. Assemble your chapter for a meeting. Explain to them that there is an emergency situation and that the chapter is closed. Ask them to cooperate by halting outgoing calls until the situation in under control. Do not discuss the situation until a University staff member or Chapter Advisor arrives. Instruct your members not to make statements to anyone other than University officials. The President/Chapter Advisor will make any appropriate statements to the media after the situation is under control and the content of the statements to the media have been discussed with advisors. Be cautious about jumping to conclusions or speculating. Do NOT release any names until an investigation has been completed and timing is appropriate as designated by a university official.
7. Document as many details as possible, including but not limited to:

- Names and phone numbers of involved parties and witnesses
- Time of phone calls to emergency personnel and advisors
- Actions taken to help injured person or steps taken to save life

8. If the situation that occurred is a serious accident, illness, or death, **do not** contact the parents. Let the medical personnel contact the parents. You should always have the parents/guardian information on file with the Office of Greek Life and available to the proper authorities.

By signing below I acknowledge and approve of this event, furthermore I have reviewed/discussed our national risk management policy with all members of my organization and understand said policy; prior to submission of this form:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Cellular Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event organizer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/ Staff Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>