

WHAT CONSTITUTES AN EVENT?

Any event, activity or situation sponsored, co-sponsored or endorsed by the chapter or colony, or any event a reasonable person would associate with the Fraternity (From National Policies, Section A, Policy 3).

Determining an “Event” or “Activity” of the Chapter

The following factors are considered when determining whether an event or activity is associated with the Fraternity. Be honest as you go through the list, the more your answers lean to yes, the more this is likely considered a chapter event. This doesn't mean you can't host the event, it simply means you host the event in compliance with the Delta Sigma Pi Risk Management Policy.

Event Planning

- Is the event being planned by one or more brothers or pledges?
- Are the officers aware/involved in the event planning?
- Is the event actively or passively endorsed by a majority of the chapter?
- If no brothers attended the event, would the event still happen?
- If a crisis occurred, would the chapter president take charge?
- Is the event a chapter tradition/is there a theme?

Terminology

- Are brothers attempting to rename the event to give the appearance it isn't associated with the chapter?
- Is the event being coined as “unofficial” or “unregistered”?
- Is the event occurring before or after a chapter event (“pre-game” or “after party”)?

Communication

- Is the event listed or advertised on the chapter calendar or chapter website (public or private)?
- Is the event publicized on social media accounts or group chats (Instagram, Facebook, GroupMe, etc.)?
- Do online invitations refer to Delta Sigma Pi or your chapter (e.g. Facebook events, Memberplanet)?
- Is it being announced at a general business meeting or marketed over the chapter texts/listservs?
- If guests were stopped on their way to the event, would they say it's a Delta Sigma Pi event?
- If guests posted on social media, would they say they were at the Delta Sigma Pi event?

Funding

- Is the event financed by the chapter?
- Is the event being financed by collection of funds from a group of brothers or pledges?

Location

- Is the event being hosted in a house/apartment where multiple brothers live?
- Is the event being hosted in a university provided meeting space?
- Is the event being hosted in a location where you traditionally hold your events?

Attendance

- Is a majority or the entire chapter invited?
- Are pledges invited to attend?
- Are certain pledge classes invited to attend?
- If any brother showed up, could they attend the event?
- Will officers be in attendance?

Keep in mind the prohibition on events in foreign countries, it is prohibited to hold Fraternity events outside of the United States and Canada (including Mexico, the Bahamas, other Caribbean nations and all other foreign countries and waters) unless it is an event or activity sponsored by or held by the National Fraternity or an approved foreign alumni chapter.

EVENT PLANNING EXPECTATIONS

The goal of this section is to help you think critically around event planning. Prior to planning an event, we encourage you to review the Delta Sigma Pi Risk Management Policy as well as campus expectations so you have a full understanding of the policies and expectations.

For any questions around event planning, policy clarification, contract review, etc. please reach out to your District Director, Regional Vice President, Provincial Vice President or Central Office staff for further assistance.

It is important to keep in mind, any event hosted by a chapter, colony or the Fraternity, each organizational member of Delta Sigma Pi should always:

- Behave in a manner that does not infringe on the personal or property rights of others in both public and private spaces of any hotel or other venue.
- Refrain from any activity that creates a nuisance or interference. Those creating a nuisance or interference may be asked to leave the property.
- Comply with the directions of Fraternity leaders and/or hotel or venue personnel, including law enforcement or security officers.
- Furnish truthful information, including valid identification, upon request to Fraternity leaders and/or hotel or venue personnel, including law enforcement or security officers.

All organizational members are responsible for reporting immediately upon first learning of them, any of the following allegations or alleged violations:

- Any violation or alleged violation to any part of this Risk Management Policy by any chapter, colony or organizational member (including advisors).
- Any violation or alleged violation of any local, state or federal law by any chapter, colony or organizational member (including advisors).
- Any violation or alleged violation of university policies.
- Injury of any organizational member.
- Violations or alleged violations to pledging or Ritual policies.
- Any action by college or university administration or personnel against a chapter or colony.
- Negative reports in the media including, but not limited to, newspapers, electronic media, blogs, social media or websites, indicating violations of Fraternity or respective university policies.

Chapter/colony members and pledges should report risk management allegations to a National volunteer (District Director, Regional Vice President or Board member) upon first learning of the allegations. If the incident is related to illness, injury or death please call 911 immediately.

ON CAMPUS EVENT CONTACTS

When a chapter would like to hold an event taking place on campus there are many connections that need to be made to have the event run smoothly. Fill out the contact information below and share with your Executive Committee or post in the Hub Document Library or other chapter file share location so everyone has these resources for future event planning.

Who to contact for **room reservations**:

Name: _____ Phone: _____
Title: _____ Email: _____

Make sure you have decided on a date/time/location before contacting this person.

Who to contact for **campus catering**:

Name: _____ Phone: _____
Title: _____ Email: _____

Make sure you have an idea of what food you would like at the event before contacting this person.

Who to contact for **facility management (renting tables, chairs, etc.)**:

Name: _____ Phone: _____
Title: _____ Email: _____

Make sure you know what is needed for the event before contacting this person.

Who to contact for **campus security or police**:

Name: _____ Phone: _____
Title: _____ Email: _____

Your Student Activities office can assist in deciding what type of authority maybe needed for your event.

Who to contact for **tech services (mics, projectors, lights and sound, etc.)**:

Name: _____ Phone: _____
Title: _____ Email: _____

Make sure you know what materials are needed for you event before contacting.

The "[HM Event Planner](#)" app, from Holmes Murphy will also be beneficial while working to plan an event on campus.

LOGISTICS OF PLANNING AN OFF CAMPUS EVENT

Request for Proposals, Convention Bureaus and Other Services

One of the best ways to lay out what you want/need for your event in terms of space, accommodations, services, etc. is a request for proposal. The RFP should include information about Delta Sigma Pi, information about the event you're planning, history of your chapter with similar events, meeting space and special needs you have for your meeting, marketing materials you need from the event location, etc.

Once you have an RFP prepared, you can send it directly to the venues you are looking at hosting the event at. To contact venues you can search the web and start calling. Most venues have room details on their website, so you can narrow your search down before sending out the RFP.

There are also meeting planning services online that can help you with a search, booking rooms, etc. but beware, these services can cost you money.

It's Time for a Site Visit

If this is a bigger event and you have certain expectations, you should plan to do a site visit. This is going to the property and having a tour.

- Ask them to show you the space they are proposing for your event.
- Find out what other groups will be there when you might also be there. If you're having a social event, there might be noise issues if you're sharing the space with other organizations.
- Check out the parking (does it cost – if so, are reduced or complimentary conference rates available).
- Options for meals in the hotel for the times you don't have meals with your event? (for example: breakfast/coffee options for the morning)

Do this at each place you're considering and then weigh the pros and cons of the properties. It typically comes down to cost, so if you find one property is a little more money, but the amenities are better, try going back to the better property and say "I really want to come here, but I'm seriously considering the XYZ hotel because their rates or fees were lower and within our budget. What can you do for me?" The worst thing that can happen is they'll say they can't do any better and you're no worse off than you were before.

Contract Time

Always remember: A handshake is not a contract! Anything you talk about with the hotel/venue needs to be in writing. The person you're working with now most likely will change at least two times before your event. Verbal agreements with Jamie are no good when Sam is the new person in charge.

Read the contract with a "fine-tooth comb", attrition and cancellation clauses should be taken seriously because this is what lawsuits are made from. Ask someone you know who is a meeting planner to read the contract with you – you can never be too careful. If you're planning a Delta Sigma Pi event, you can send your contract to your Regional Vice President, Provincial Vice President, or [Central Office staff](#) to help you review it.

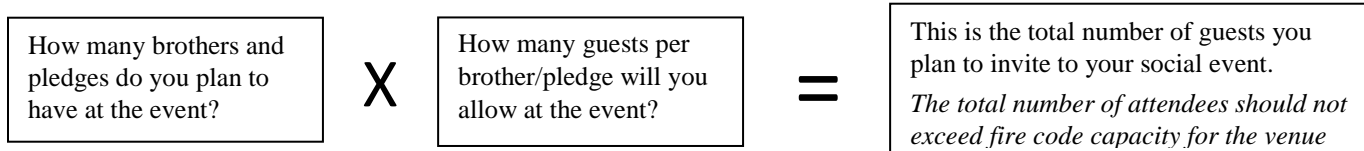
BUILDING A GUEST LIST

When creating a guest list, specific invitations should be issued to the guest(s) a member wishes to invite to the event, these should have specific start/end times for the event. Invitation guest lists should be finalized 24 hours prior to the event, after, no substitutions or add-ons are permitted. It is also important when looking at the total number of guests who are invited that the fire code capacity for the venue is not exceeded. Lastly, guests who are already impaired or who have caused problems in the past should not be allowed into the event.

Are there any university or Delta Sigma Pi policies limiting the number of guests per brother for chapter events?

If so, what do those policies say?

Do the math, find out how many people are going to be at your event:



Things to consider when figuring out how brothers and pledges will add names to the guest list.

- Spreadsheet or Sign-Up List
 - Create a spreadsheet and allow brothers/pledges to add guests' names.
 - Bring the list to a general business meeting or post it online.
 - Each brother and pledges name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per brother/pledge].

- Numbered Invitations
 - Distribute numbered invitations to each brother/pledge to give to his/her guests.
 - These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or traded.
 - Keep a list with each brother/pledge's name on it and the numbers of the invitations they were given.
 - During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as they turn in the invitation.

- Closed Facebook Event
 - Create a closed [non-recurring] event with a specific start and end time.
 - Do NOT allow friends to extend the guest list.
 - Set the Privacy to "Invite Only."
 - A designated nationally recognized officer should be set as the Host and administrator for the event.
 - Each brother/pledge should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which brothers will be given access to add guests to the event.

- [MemberPlanet](#)
 - Create a guest list and increase operational visibility
 - Track membership participation
 - Enable check-in and track attendance

- Other [Describe]:

How many hours in advance will the guest list be closed? _____

EVENT DETAILS

1. Who is planning the event?

Organization:

Name:

Officer Title:

Email:

Phone:

2. Date of the event:

3. Beginning time of event: _____ AM PM

4. Ending time of event: _____ AM PM

5. Location of event:

On Campus

Rented Facility (Hotel, Restaurant, etc.)

Brother(s) Residence

Other: _____

6. Purpose of event:

Recruitment

Social/Mixer

Formal

Professional

Fundraiser

Community Service

Other: _____

7. What will be the transportation to and from the event:

Licensed transportation vendor [e.g. charter bus]

Individuals drive themselves

Campus safe ride program

Pre-paid cab service

Other [Describe]: _____

What is the process/plan to ensure brothers/guests utilize the method of transportation both to and from the event?

8. Name/Theme of event:

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- Does NOT rely on the stereotypes of certain groups.
- Does NOT encourage offensive dress or costumes.
- Does NOT stereotype gender and is NOT sexist.
- Is NOT centered on making fun of a particular group of people, culture, or organization.
- Can NOT be interpreted as disrespectful or degrading.

9. Which best describes the event below? Check all that apply.

Dry event (no alcohol)

Brothers Only Event

Fundraiser

BYOB

Brothers and Date Event

Event with more than one organization

Community Service

Third-Party Vendor at a location

Sport

Parent Event

Event with non-fraternal organization

Recruitment

Fundraiser

Professional

Event with one or more other fraternity/sorority

Event with one other non-fraternal student group

10. The activities below could be considered high risk events. Does the planned event contain any of the following?

- | | |
|---|--|
| <input type="checkbox"/> Bring your own gun (trap/skeet shooting) | <input type="checkbox"/> Tug-o-war |
| <input type="checkbox"/> Sky diving/parasailing/bungee jumping | <input type="checkbox"/> Rock Climbing |
| <input type="checkbox"/> Boxing tournament | <input type="checkbox"/> Eating Contest |
| <input type="checkbox"/> Building of temporary structures | <input type="checkbox"/> Team building events include make-shift ropes courses, trust falls, blindfolded guided walks (etc.) |
| <input type="checkbox"/> Pools/Lakes (large bodies of water) | <input type="checkbox"/> Events take place at heights more than one to two feet from the ground |
| <input type="checkbox"/> Mechanical Bulls | <input type="checkbox"/> Event with live animals present (e.g., rodeo, petting zoo) |
| <input type="checkbox"/> Bounce Houses/Inflatables | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Slip & Slides/Any other water feature | _____ |
| <input type="checkbox"/> Obstacle course | |
| <input type="checkbox"/> Contact sports (e.g. football, rugby) | |
| <input type="checkbox"/> Bonfires | |

11. Has any written contract or agreement been signed for any part of this event?

(See Contracts Template for Third-Party Vendors)

- | | |
|--|--|
| <input type="checkbox"/> Food caterer: _____ | <input type="checkbox"/> DJ: _____ |
| <input type="checkbox"/> Security guards: _____ | <input type="checkbox"/> Band: _____ |
| <input type="checkbox"/> Bus/transportation company: _____ | <input type="checkbox"/> Artist: _____ |
| <input type="checkbox"/> Third party vendor: _____ | <input type="checkbox"/> Restroom and Waste Management: _____ |
| <input type="checkbox"/> University facility: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Hotel venue: _____ | <input type="checkbox"/> No contacts or agreements have been signed for this event |
| <input type="checkbox"/> Sports field: _____ | |

12. How will alcohol get to the event?

Common organizational recommendations allow chapters to host events with alcohol in one of two ways. *Please consult Delta Sigma Pi Bylaws and Policy & Procedure Manual for additional guidance and policy information.*

- BYOB [Bring Your Own Beverage] - Everyone brings their own alcohol, including brothers, pledges, guests, and alumni who are over the age of 21.
- Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.] - Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.

13. Event Monitors [see Sober Monitor Resource]

- Who will your officer in charge be for the event?
- How many event monitors will you have at the event?
 - *Consider having one event monitor for every 15 attendees.*
- What is the system/process for selecting event monitors?
- List the names/phone numbers for the assigned event monitors.
- How will you identify event monitors during the event so a brother/guest could easily recognize them?
- What are the responsibilities of the event monitors during the event?
 - Check brothers' and guests' IDs at the door to verify their age
 - Manage the guest list at the door
 - Mark the guests, brothers and pledges who are of the legal drinking age [e.g. 21 and over]
 - Monitor brothers' and guests' policy compliance
 - Other [Describe]: _____
- Are you hiring security for the event? If so, what are their responsibilities?
- Is the venue providing security for the event? If so, what are their responsibilities?

14. Crisis Management Plan

- Do you have a crisis management plan in place for the event? **Y N** [see Crisis Management Plan]
If yes, please describe:
- Will emergency services be readily available at the event? **Y N**
- Who is the officer in charge to contact emergency services?

Name: _____
Title: _____

Phone: _____
Email: _____

- If the need for assistance arises, who will be responsible for contacting:

- Emergency personnel _____
- Chapter President _____
- Chapter Advisor _____
- District Director _____
- Regional Vice President _____
- Provincial Vice President _____
- Central Office Executive Director: 513-523-1907
- University Officials _____

Educational credit: Holmes Murphy Fraternal Practice, Pi Kappa Phi Fraternity and the North-American Interfraternity Conference for portions of this resource. No portion of this resource should be used for commercial purposes.

Prevention Questions

- How many entrances will there be to the party?
 - *It is safest to only have ONE entrance to the event.*
- Is this event is planned to exceed five hours in duration? **Y N**
 - *Please explain why this event will exceed five hours.*
- Will ample food, other than snacks and non-alcoholic beverages be available? **Y N**
 - *Who will provide the food?*
 - *What food/beverages will be served?*
- Will this event involve any physical activity? **Y N**
- Will doors to residential living be locked/secured during the event, if located in a residence? **Y N**
- **Are glass bottles prohibited from the event?** **Y N**
- **Will you stop the service of alcohol at least one hour before the event ends?** **Y N**
- **Will you ensure there are no tables or paraphernalia within the event used for drinking games?** **Y N**
- How will you select music that is NOT disrespectful or degrading to a particular group of people or culture?
- How will you ensure no illegal drugs and controlled substances are at the event?
- Please describe any specific prevention plans for the above areas.

BUILDING A GUEST LIST: USING A SPREADSHEET, SIGN-UP LIST OR NUMBERED INVITATIONS

Adding Names to the Guest List

Create a spreadsheet and allow members to add guests' names. Bring the list to a chapter meeting or post it online. Each brother's name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per brother].

MEMBER NAME	GUEST #1 NAME	GUEST #2 NAME
Anderson, Blake	_____	_____
Doe, Jordan	_____	_____
Peterson, Noah	_____	_____
Smith, Payton	_____	_____

Utilizing the Guest List at the Door

Door

Sort the finalized list alphabetically by the guest's last name. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

GUEST NAME	MEMBER NAME	SIGNATURE	TIME IN	TIME OUT
Gallagher, Skyler	Jessie Doe	_____	_____	_____
Grace, Rory	Ari Smith	<i>Rory Grace</i>	10:04pm	1:32am
Jackson, Ali	Jessie Doe	<i>Ali Jackson</i>	11:08pm	11:47pm
MacElroy, Casey	Ari Smith	<i>Casey MacElroy</i>	10:07pm	12:12am

Numbered Invitations

Distribute numbered invitations to each brother or pledge to give to their guests. These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or traded. Keep a list with each brother and pledge's name on it and the numbers of the invitations they were given

The XYZ chapter of Delta Sigma Pi invites you to a date party at Macadoo's Restaurant [123 College Street]

Friday, February 28th
10:00pm – 2:00am

IDs WILL BE CHECKED AT THE DOOR
Cash bar for guests over 21 years of age

#001

Utilizing the Guest List at the Door

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

TICKET	GUEST NAME	MEMBER NAME	TIME IN	TIME OUT
#001	_____	Blake Anderson	_____	_____
#002	Rowen Trumble	Blake Anderson	9:56pm	11:10pm
#003	Charlie Jackson	Jordan Doe	11:08pm	11:47pm
#004	Alexis Smith	Jordan Doe	10:03pm	1:29am
#005	_____	Noah Peterson	_____	_____
#006	Quinn Perry	Noah Peterson	12:01am	1:36am