Required Documentation for Events with Alcohol:

This is a guide to assist chapters in the registration process for all social events hosted with alcohol. The guide is a step by step guide for completing the form to register events with alcohol. Please refer to your staff liaison or council representative for specific questions regarding event registration. Event registration is a tool used to assist chapters in hosting safe events for members and guests and to reduce liability for chapters and the University.

All resources for event registration are found on the SFE website: https://sfe.dso.iastate.edu/resources/event-registration

Click on the Resources Tab then select Event Registration:

To complete the registration process select either option:

- “register your event here”
- OR
- “Events with Alcohol Form”
Resources on the website include:

- **Procedures for Registration and Requirements for Sorority and Fraternity Events Involving Alcohol**: Event registration policy and procedures for registering events with alcohol.
- **Risk Management Policy Acknowledgement**: Signed by chapter or university adviser and respective officers as listed in Odysseus.
- **Form A**: A contract between the chapter(s) hosting the event and the third party vendor.
- **Sober Monitor Template**: Identify who from the chapter will serve as sober monitors.
- **Guest List Template**: Here chapters will identify event guests, members and birthdates and guests and birthdates.
- **Events with Alcohol Form**: Once all the information is collected, register the event electronically.
- **Events Registration Guide**: A resource for chapters to use BEFORE submitting event registration information.
- **Submitting the Registration Form Guide**: A step by step guide for completing the form to register events with alcohol.
Submitting the Registration Form:

- Please submit with all required documentation and information.
- This example is in order of the Social Event Registration Form

Choose your chapter, date of event, if the chapter will be hosting with another chapter:

Choose event type:

- Date Formal/Informal/Semi-Formal: A social event with a guest list that includes only members of the host chapter and their guest.
- Mixer: A social event with a guest list that only includes members of identified sororities and fraternities. Only guests on a host chapter’s rosters may attend.
- Party: A social event with a guest list of three (3) guests per members of the sponsoring chapter or 400 people, whichever is smaller.
- Tailgates: An social event that occurs in association with an Iowa State home athletic event.
- Special Event: A social event with alumni, parents, or special circumstance.
Provide accurate event description with schedule of events, including theme/dress code:

Ex. "Date party hosted by **** this is our annual date party, we will be traveling to **** venue by bus. The schedule for the event is:
Meet at chapter facility: 5 pm
Load buses: 5:30pm
Arrive at Venue 6pm
Event: 6pm-8:30pm (serving of alcohol must not exceed 4 hours)
Leave venue: 9:45"

At third party locations alcohol must be provided by the venue. Events at Chapter facilities can be provided by Third Party Vendor or Bring Your Own Beverage in compliance with event registration policy:

How is alcohol being served at the event?

- Bring Your Own Beverage
- Third Party Vendor

For a BYOB event, all members and guests must be "carded" at the door to verify their age. Who is checking member's and guests' IDs at the door?

- Hired security (preferred and best option)
- Chapter Members
IOWA STATE UNIVERSITY
SORORITY AND FRATERNITY ENGAGEMENT

Hired Security:

What is the name of the security company?
Super good security, LLC

What is the phone number for the security company?
555-555-5555

Scan “Form A”, “Certificate of Insurance”, and “third party vendor liquor license” documents to yourself then upload, if they do not upload please email these documents to your council officer to add the documents to your events file. Paper forms will not be accepted:

Form A:

For a third party vendor event, please upload "Form A" located on the Office of Sorority and Fraternity Engagement website.

Drop files or click here to upload

Certificate of Insurance:

For a third party vendor event, please upload a properly completed original "Certificate of insurance" prepared by the insurance provider.

Drop files or click here to upload
Third Party Vendor Liquor License:

For a third party vendor event, please upload a license by the State of business (Iowa, Minnesota, etc.) and appropriate local authority to sell alcohol at the location of this event.

Drop files or click here to upload

Where is the event located?

Is the event located at your chapter house?

Yes

No
Share more information about the event location:
- Fill out completely.
- Include fire code for third party vendor or the common area where the event is hosted in the chapter facility.
- Fire code for a space is set by the fire marshall.
Alternative Beverage, Food Provided, Entertainment:

- Share what the alternative beverage options are for the event. It must be water and one additional beverage provided by the chapter.
- Food must be served at the third party location or chapter facility.
  - Food can also be served before arriving at third party location.
- Entertainment describe what people will be doing at the event.

<table>
<thead>
<tr>
<th>Alternative Beverage Provided (list and explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lemonade and water to be provided by the chapter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Provided (list and explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pasta with white and red sauce, Salad with variety of dressings, garlic bread sticks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entertainment Description (what will people do at the social function)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dancing, Awards, Photo booth</td>
</tr>
</tbody>
</table>
Event Time and Number of Guests:

- This is the start and end time of the event. This may not exceed four hours.
  - Time travelling to and from a third party vendor should be included in the “Description of Event” section of the form.
- Share the total number of members present and the total number of guests present. These numbers combined cannot be over fire code.
  - Members can have up to three guests for an event. A chapter can determine the number of guests a member can bring as long as the number is under three.
Event Contact Information:
- Fill in who is completing the form and include contact information for chapter officers.
  - Please add phone numbers as event coordinators might be called regarding an event.

Who is providing security at the event?
- If it is provided by the third party vendor list their information on the form.
Transportation for members and guests:

- Share how members and guests are arriving and leaving the event location.
- If the chapter would like to provide transportation to and from an event by a “chapter sponsored designated driving program” email the driving program to your council officer.
Sober Monitors and Guest List:

- Sober monitors are 50% upper classmen and 1 sober monitor for every 15 total guests present.
- Guest lists need to include full names and complete birthdates for both members and guests.
  - Edits to guest list can be made 72 hours prior to the event.

Please upload an excel document with Names of Sober Monitors, Age, Year in School, Time in Chapter. (Please see the Sorority and Fraternity Community Website for an example).

Drop files or click here to upload

Please upload your guest list below in an excel document. Guest list should include full names and birth dates of the expected guests, and the name of the organization member who is hosting the guest. (Please see the Sorority and Fraternity Community Website for an example).

Drop files or click here to upload
Acknowledgment and SocialSafe:

- Acknowledgement by the person completing the form a review of policy has been completed, agreement to uphold expectations and communicate changes.
- A chapter will receive event notification of submission including any updates, changes, modifications 2-3 business days after the event is submitted.
- Contracts should not be signed until communication has been sent from SFE the event meets expectations.
- For IFC member chapters: When SocialSafe is an app that is in use, you will be notified by your council leadership.

If you are an IFC chapter, have you registered the event in SocialSafe?

- Yes
- No

Please upload any flyers, tshirt designs, or other marketing items for your event

Drop files or click here to upload

By entering my full name below, I verify that I have reviewed the procedures outlined by The Office of Sorority and Fraternity Engagement and my governing council. I agree to uphold these expectations and report any changes to the Office of Sorority and Fraternity Engagement. I understand that my event is not approved until I receive notification from the Office of Sorority and Fraternity Engagement and should not sign any contracts until I have approval to host the event.

Test Registration
Event Submission:
- If you do not see this screen at the end of submission it is possible that the form did not submit, please try to re-submit at a later time as Qualtrics might be having issues. If you are unsure, please contact your council representative for confirmation.

After the event:

Wristbands and Receipts:
- Receipts from alternative food and beverage and any unused wristbands must be submitted to the Vice President of Risk Prevention 72 hours after the event.

Venue Follow-Up:
- The Vice President of Judicial Affairs will follow-up with both Venues and Bus company used by the chapter.