**Northwest Missouri State University**

**Greek Life Event Resource Guide**

As stated in the Greek Life Risk Management Policy, the Greek Life Office has created this Event Resource Guide to help Greek organizations think critically around event planning, comply with the Greek Life Risk Management Policy, and manage the risk associated with their events. Greek organizations are not required to utilize the forms and materials contained in this Event Resource Guide and, therefore, Greek organizations should consider it informal guidance. Utilizing these forms will, however, help Greek organizations manage risk and comply with the Greek Life Risk Management Policy. This Event Resource Guide should also be reviewed and utilized in conjunction with the risk management policies and tools provide by your national/international organizations.

Regardless of whether a Greek organization elects to utilize this Event Resource Guide, or any other risk management tools, the Greek Life Office recommends that the Greek organization review, among other things, the Greek Life Risk Management Policy on a regular basis to ensure that your events/activities comply with University policies. Failure to adhere to University policies could result in disciplinary actions and/or sanctions.

The materials contained in this Event Resource Guide have been created by Holmes Murphy & Associates, an independent insurance broker that provides risk management and insurance products to Greek organizations across the country (“HM”). You can view the Holmes Murphy website at: <https://www.holmesmurphy.com/fraternal/>. Or you can visit the App Store and download “HM Event Planner”.

If your organization has questions around event planning, policy clarification, etc., we recommend that your organization contact your national/international organization for further assistance.  We also recommend that your organization contact and work directly with your national/international organization if your organization has any questions or concerns related to third-party vendor contracts. The exact terms of your vendor contract(s) will depend on your organization’s specific circumstances and will need to meet the Greek Life Risk Management policy requirements for third party vendors.

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Exhibit A- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

WHAT CONSTITUTES AN EVENT?

**Any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.**

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

The following **factors** are considered when determining whether an event could be considered an event or activity of the organization. Be honest and go through the list. The more your answers lean to yes, the more this is likely considered a chapter event. That doesn’t mean you can’t host the event, that simply means you host the event in compliance with the policy.

**Event Planning**

Is the event being planned by one or more members/new members?

Are the officers aware of the event being planned?

Are any officers involved in event planning?

Do the officers have prior knowledge of the event?

Is the event actively or passively endorsed by a majority of the active chapter?

Have members of the chapter lied about the event?

If no members attended the event, would the event still happen?

If a crisis occurred, would the chapter president take charge?

Is the event a chapter tradition?

**Terminology**

Are members attempting to rename the event in order to give the appearance that it isn’t associated with the chapter?

Is the event being coined as “unofficial” or “unregistered”?

Is the event occurring before or after an event (“pre-game” or “after party”)?

**Communication**

Is the event listed on a chapter calendar (public or private)?

Is the event listed or advertised on the chapter website (public or private)?

Is the event listed or advertised on social media accounts (e.g. Instagram, Facebook, Twitter, GroupMe, Google Chats, etc.)?

Do online invitations refer to the organization (e.g. Facebook events)

Will the event be announced at a chapter meeting?

Will the event be marketed over the chapter texts/list serves?

Is there a theme for the event?

If guests were stopped on their way to the event, would they say they were going to a the “XYZ” event?

If guests posted on social media, would they say they were at the “XYZ” event?

**Funding**

Is the event financed by the chapter?

Is the event being financed by collection of funds from a group of members?

**Location**

Is the event being hosted on chapter property?

Is the event being hosted in a house/apartment/chapter annex/live outs where multiple members 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 the entire chapter invited?

Are new members invited to attend?

Are certain pledge classes invited to attend?

Is a majority of the chapter invited?

If a member/new member showed up, could they attend the event?

Will officers be in attendance?

Exhibit B- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

EVENT DETAILS

1. Who is planning the event?

Organization:

Name:

Officer Title:

Email:

Phone:

1. Name/Theme of event:
2. Date of the event:
3. Beginning time of event: AM PM
4. Ending time of event: AM PM
5. Location of event:

* Chapter Property (Either fraternity or university owned)
* Rented Facility (Hotel, Restaurant, etc.)
* Member(s) Residence
* Other:

1. Purpose of event:

* Recruitment
* Social/Mixer
* Formal
* Philanthropy
* Service
* Other:

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

* Dry event (no alcohol)
* Member Event Only
* Fundraiser
* BYOB
* Member and Date Event
* Event with more than one fraternal organization
* Philanthropy
* Third Party Vendor at a location
* New member event
* Sport
* Third Party Vendor at chapter facility
* Parent Event
* Event with non-fraternal organization
* Recruitment
* Service
* Event with one other fraternity / sorority
* Event with more than one other fraternity / sorority
* Event with one other non-fraternal student group
* Event with more than non-fraternal student group

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

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

\*\* Per Greek Life Risk Management Policy: Firearms, Explosive, or Incendiary Devices all use of such devices must gain express written consent from Inter/National Organization.

1. Have any written contract or agreement been signed for any part of this event? **Y N**

(see [Contract Template for Third Party Vendors](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2019/06/CONTRACT-TEMPLATE-FOR-HIRING-THIRD-PARTY-VENDORS_branded.pdf) if a Vendor does not present a contract to you.)

* Food caterer:
* Security guards:
* Bus/transportation company:
* Third party vendor:
* University facility:
* Hotel venue:
* Sports field:
* DJ:
* Band:
* Artist:
* Restroom and Waste Management:
* Other:

Exhibit C- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).HOW WILL ALCOHOL GET TO THE EVENT?

Common organizational recommendations allow chapters to host events with alcohol in one of two ways. *Please consult your national/international risk management policy for additional guidance and policy information.*

* BYOB [Bring Your Own Beverage]

Everyone brings their own alcohol, including members, new members, 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.

* Dry Event [No alcohol will be present]

Exhibit D- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

MAKING BYOB EVENTS WORK

[See [BYOB Checklist](http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2016/11/BYOB-Checklist.pdf)]

1 // Specific policies regarding BYOB events may be found in the Northwest Missouri State University Greek Life Risk Management Policy under “Alcohol and Illegal Drugs”.

2 // All members and guests should be “carded” at the door to verify their age. Who is checking members’ and guests’ IDs at the door?

* Chapter members
* New members [*NOT recommended unless chapter members are also participating*]
* The campus police provide someone to check IDs
* The chapter has hired a security company [see [Security Vendor Checklist](http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2017/08/Security-Vendor-Checklist.pdf)]

3 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

* Wristbands that have been dated and marked for that event
  + Wristbands are available, free of charge, to all Greek Organizations at Northwest for this purpose. Please contact Greek Life Staff to obtain wristbands prior to your event.
* Specific hand stamp that is unique to the event
* Other [Describe]:

4 // How many drinks will you allow each person of legal drinking age to bring to the social event?

*Common organizational recommendations state no hard liquor and a reasonable limit on the amount and types of alcohol. The Northwest Greek Life Risk Management policy states that each guest may bring 6 (six) standard drinks (ie, six beers, six wine coolers / hard seltzers, one bottle of wine, etc.)*

Beer: # \_\_\_\_\_\_\_\_\_\_

Wine Coolers: # \_\_\_\_\_\_\_\_\_\_

Ciders: # \_\_\_\_\_\_\_\_\_\_ Wine: # \_\_\_\_\_\_\_\_\_\_

Malt Beverages: # \_\_\_\_\_\_\_\_\_\_ Other: # \_\_\_\_\_\_\_\_\_\_

5 // How will you manage the service distribution center?

Where will the service distribution center be located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Common organizational recommendations suggest you establish one centralized location [not a member’s room] for checking in and distributing alcohol.*

How many sober members will be assigned to work the service distribution center? \_\_\_\_\_\_\_\_

Which best describes the sober monitors? Check all that apply:

* Chapter members
* New members

*If you utilize new members, it is recommended it is in conjunction with members.*

* The university provides someone to distribute alcohol
* The chapter has hired a vendor to distribute alcohol

How many drinks will a member or guest be permitted to take at a time? \_\_\_\_\_\_\_\_\_\_

6 // How will members and guests check in and collect their alcohol?

* Ticket System

Each member/guest is given one ticket per drink s/he checks in at the party.

The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the attendee is written on the tickets.

The member/guest’s drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

* Punch Card System – **Punch cards are available to Greek Life Organizations, free of charge, for this purpose. Please contact Greek Life Staff to obtain punch cards prior to your BYOB event.**

Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.

The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the member/guest is written on the punch card.

The member/guest’s drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest’s ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

Organizations should retain punch cards after remaining alcohol is checked out by attendees.

* Other [Describe}:

7 // How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event?

8 // Will leftover alcohol be discarded or made available for pick up the next day by those who brought it to the event?

Exhibit E- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

PLANNING A THIRD-PARTY VENDOR EVENT

What is a Third-Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. *Third Party Vendors are NOT individuals who work as bartenders.*

Planning the Event

1 // Specific policies regarding BYOB events may be found in the Northwest Missouri State University [Greek Life Risk Management Policy](https://www.nwmissouri.edu/policies/student/Greek-Life-Risk-Management-Policy.pdf) under “Alcohol and Illegal Drugs”.

2 // Have you reviewed your chapter’s contract with the Third Party Vendor? *It is recommended that you reach out to your headquarters for contract questions and review.*

The contract should be signed and dated by both the person authorized by your respective organization (i.e. chapter president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Inter/national fraternity requirements.

(see [Contracts Template for Third Party Vendors](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2019/06/CONTRACT-TEMPLATE-FOR-HIRING-THIRD-PARTY-VENDORS_branded.pdf) if a Vendor does not present a contract to you.)

3 // All members and guests should be “carded” at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

* The Third-Party Vendor *[Recommended]*
* The chapter has hired a security company *[see* [*Security Vendor Checklist*](http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2017/08/Security-Vendor-Checklist.pdf)*]*
* Chapter members
* New members [*NOT recommended unless chapter members are also participating*]

4 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

* Wristbands (It is recommended that wristbands have been dated and marked for that event.)
* Specific hand stamp that is unique to the event
* Other *[Describe]:*

Exhibit F- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

BUILDING A GUEST LIST

1 // Are there any university or Fraternity/Sorority policies that limit the number of guests per member for chapter events? **Y / N**

If so, what do those policies say?

2 // Do the math. Suggested organizational guidelines are **two to three guests** per member/new member at events.

How many members and new members do you plan to have at the event?

How many guests per member /new member will you allow at the event?

This is the total number of guests you can invite to your social event.

=

*The total number of attendees [members and guests] should not exceed fire code capacity for the venue.*

x

3 // Figure out how members will add names to the guest list. [see [Building A Guest List](http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2017/08/HMABuilding-a-guest-list.pdf))

* Spreadsheet or Sign-Up List

Create a spreadsheet and allow members to add guests’ names.

Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter facility.

Each member and new members’ name should be on the list next to a blank space for each guest they’re allowed to invite [e.g. two guests per member/new member].

* Numbered Invitations

Distribute numbered invitations to each member/new member to give to his guests.

These invitations should be printed professionally or created in a way so they can’t be easily copied. Tickets cannot be sold or bartered.

Keep a list with each member/new member’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 s/he turns 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 officer [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.

Each member/new member 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 members will be given access to add guests to the event.

* Other [Describe]:

4 // How many hours in advance will the guest list be closed? \_\_\_\_\_\_\_\_\_\_

*Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.*

Exhibit G- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

MANAGING THE EVENT

Theme

1 // Does the event have a theme? **Y N**

If yes, what is the theme?

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 men or women.
* Is NOT sexist. If you’re unsure, try interchanging the word/theme with a racial word/theme.
* Is NOT centered on making fun of a particular group of people, culture, or organization.
* Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

Event Monitors [see [Sober Monitor Resource](http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2017/08/HMASOBER-MONITOR.pdf)]

1 // Who will your officer in charge be for the event?

2 // How many event monitors will you have at the event?

*Suggested organizational guidelines are one event monitor for every 15 attendees.*

*3 //* What is the system/process for selecting event monitors?

*Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.*

4 //List the names / phone numbers for the assigned event monitors.

5 // How will you identify event monitors during the event so a member/guest could easily recognize them?

6 // What are the responsibilities of the event monitors during the event?

* Check members’ and guests’ IDs at the door to verify their age
* Manage the guest list at the door
* Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
* Monitor members’ and guests’ policy compliance
* Other [Describe]:

7// Are you hiring security for the event? If so, what are their responsibilities?

8// Is the venue providing security for the event? If so, what are their responsibilities?

Transportation

1 // Will you provide transportation to and from the event? **Y N**

If so, how?

* Licensed transportation vendor *[e.g. charter bus]*
* Campus safe ride program
* Pre-paid cab service
* Designated driver program *[consult the risk management policy of your organization prior to selecting this option // see* [*Designated Driver Guidelines*](http://www.holmesmurphy.com.s3.amazonaws.com/wp-content/uploads/sites/2/2017/01/DesignatedDriverProgramsbjl-edits.pdf)*]*
* Other [Describe]:

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

Construction/Decorations

1 // Will there be any special construction/decorations for this event? **Y N**

If yes, please describe:

Persons and/or company performing construction and contact information:

Company Name: Contact:

Prevention Questions

1 // How many entrances will there be to the party?

*It is safest to only have ONE entrance to the event.*

2 // Is this event is planned to exceed five hours in duration? **Y N**

*Please explain why this event will exceed five hours.*

3 // 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?*

4 // Are glass bottles prohibited from the event? **Y N**

5 // Will this event involve any physical activity? **Y N**

6 // Will doors to residential living be locked / secured during the event? **Y N**

7 // Will you stop the service of alcohol at least one hour before the event ends? **Y N**

8 // Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? **Y N**

9 // Will you ensure no illegal drugs and controlled substances are at the event? **Y N**

10 // Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? **Y N**

11 // Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur. **Y N**

12 // Please describe any specific prevention plans for the above areas.

Exhibit H- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

Crisis Management Plan

1 // Do you have a crisis management plan in place for the event? **Y N**  [see [Crisis Management Plan](http://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2017/08/Crisis_Management_Plan.pdf) or [HM Example](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2020/12/HMA_CRISIS-MANAGEMENT-PLAN-2020.pdf)]

*If yes, please describe:*

2 // Will emergency services be readily available at the event? **Y N**

3 // Who is the officer in charge to contact emergency services?

Name: Phone:

Title: Email:

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

* Emergency personnel
* Chapter President
* Chapter Advisor
* House Corporation President
* Fraternity Headquarters
* University Officials

Name: Phone:

Title: Email:

*Educational credit goes to Holmes Murphy Fraternal Practice, Pi Kappa Phi Fraternity and the North-American Interfraternity Conference for portions of this resource. No portion this resource should be used for commercial purposes. For the complete guide, visit* <https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/01/Event-Planning-Guide-2021.pdf>*.*

*For more resources related to Event Planning, please visit the HM Websites: <https://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/>*

*https://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/*

Exhibit I- This template can be located on the Holmes Murphy [website](https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2021/02/Event-Planning-Guide-2021branded.pdf).

**SECURITY VENDOR CHECKLIST**

It is recommended that you hire professional security for your events. Off-duty police officers are preferred when and where possible, but if you hire an outside security company, the following checklist will help you hire security that is adequately bonded and professional, and will provide the best risk management strategy for your event.

THE VENDOR MUST:

1. Be properly licensed and bonded by the appropriate local and state authority. ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.
2. Be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance broker. Ideally, the certificate of insurance should name as additional insured (at a minimum) the local chapter of the fraternity/sorority hiring the vendor as well as the inter/national fraternity/sorority with whom the local chapter is affiliated. ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.
3. Provide only security guards who have passed a background check. If possible, utilize security guards who have received training in fraternal risk management policies.
4. Provide a minimum of one security person for each 100 guests
5. Assume in writing all the responsibilities that the security company will provide, including but not limited to:
   1. Checking identification cards upon entry against guest lists
   2. Managing all entrance/exit points of the venue
   3. Removing guests who are disrupting the event
   4. Preventing guests from leaving with alcohol
   5. Responding to any disruptions that take place at the party in conjunction with local law authorities.
   6. Conduct periodic sweeps of parking lots and other exterior areas.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with inter/national organization requirements.

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Chapter Representative’s Signature & Date Vendor’s Signature/Company & Date

*Signing on behalf of the local chapter*

*for the Inter/National organization*