

SOCIAL EVENT PLANNING AND NOTIFICATION FORM
(For events with alcohol)

- ✓ This form is required for all events, sponsored by recognized student organizations or residence hall floors, in which alcoholic beverages will be consumed.
- ✓ Submit this form to the Office of Student Activities at least **14 days** prior to the event in order to be approved.
- ✓ Co-sponsored events must be signed by all participating organizations.
- ✓ All policies from the Office of Student Activities and the University must be followed at all times.
- ✓ Please print legibly and turn in completed form with all signatures on both sides of the form. The form will not be approved if incomplete.

General Information

Sponsoring organization: _____

Contact person/planner: _____ Email Address: _____ Phone: _____

Co-sponsoring organizations: _____

Type/description of event: _____

Date of event: _____ Location of event: _____

Address of event location: _____

Hours of event: Start - _____ Ending - _____ Expected total attendance: _____

Names of advisor(s) who will be present: _____ Signature of advisor present _____

Email Address: _____ Phone: _____

Security Guards/Procedures for Checking Identification

- Hire at least one security guard for every 50 guests
- At the door, an invitation list must be given to the people who are checking IDs indicating guests who are 21 and older. Birthdates are requested to aid in this process. Please turn this list into the Office of Student Activities on the last business day prior to the event.
- A hired security guard, or other official trained in ID-checking, must work the door, check IDs and hand out wristbands.
- People who are 21 and over must be wrist banded with 3-tabbed wristbands. Wristbands must be clearly visible. Wristbands can be obtained in the Office of Student Activities.
- Bartenders must check ID's again before they serve an alcoholic beverage to a wrist banded guest.
- All students are allowed only one entry to an event. If they leave, they are not permitted re-entry.
- Only one drink can be served to one person at a time.

Food and Beverages

- Guests who are 21 and over must wear a 3-tabbed wristband. This allows guests to consume a MAXIMUM of 3 alcoholic beverages at the event regardless of the duration of the event.



- The three tabs are standard for a 3-hour event. If a student arrives with two hours remaining in the event, he or she receives only 2 tabs, and if he or she arrives with only one hour left, only receives one tab.
The amount of alcoholic beverages and the method of distribution are to be appropriate given the number of guests and the duration of the event.
All events involving alcohol must be through third party vendors.
Adequate amounts of non-salty/non-sweet food must be provided.
Provide ample quantities of non-alcoholic beverages.

Transportation

- University vehicles are not permitted to transport students to and from events with alcohol.
Organizations must arrange for alternative transportation options and fraternities and sororities must follow the transportation policies as set forth by their national organizations.

Supervision and Risk Management Monitoring

- The advisor must be present for the duration of the event.
All national and university risk management policies regarding events with alcohol must be followed.
All contracts must be reviewed by the Assistant Director or Director of Student Activities. Please include these with this form. This pertains to ANY contracts including, but not limited to: transportation, third-party vendor, and hiring of security guards.

Hotels

- If event takes place at a hotel, a separate Hotel Policy Form must be signed and submitted.

Acknowledgement of Responsibility

I certify that the information above is accurate to the best of my knowledge. I have read the Social Event Planning and Notification form and understand my personal responsibility for ensuring compliance with those policies and those of John Carroll University.

Table with 5 columns: Role, Print Name, Phone #, Signature, Date. Rows include Sponsoring Org President, Sponsoring Org Social Chair, Sponsoring Org Advisor, Co-Sponsor President, Co-Sponsor Social Chair, Co-Sponsor Advisor.

- For office use only:
Event is Approved
Event is Denied

Date form turned in: _____ OSA Staff signature: _____