

Checklist for Social Chairs

Fraternity/Sorority Exchanges

- Contact the social chair of each organization (No more than 3 plus yours) you intend to plan the event with and select a date that will allow you the maximum amount of people who can attend.
- Make sure each organization has signed the contract with the establishment holding the event and payment had been worked out.
- Select a start time and ending time for the event. Keep in mind the event can not start before 8AM and if the event is in the evening, it must be over by 1AM as per the city ordinance for establishments who sell alcohol.
- Once the establishment and time has been set by the participating organizations, select a theme for the function that is in good taste. (Please note on the social contract that type of event and theme of event are two different things.)
- The next step is to organize the transportation and security for the event. Each organization participating must supply two sober 21-year old members for “sober security” plus two sober drivers. Utilizing buses is acceptable for any function as long as a sober security member has another vehicle to use in case of an emergency.
- The final detail for organizing the event is supplying food and non-alcoholic beverages for the guests at the function. This is also included in the FIPG risk management policy. Non-salty foods and non-alcoholic beverages should be free and readily available particularly to help buy some time for a guest whom has become extremely intoxicated.
- The last thing to do before the actual event occurs is to turn in the social contract to the Greek Life Office seven calendar days prior to the event. (Do not be concerned about the “working days” on the social contract.) The social contract should have all of the information you have arranged on this check list as well as the SIGNATURES of the people who represent your organization on the back of the contract. The actual person MUST sign the contract if they are fulfilling that role for the fraternity or sorority. EACH ORGANIZATION PARTICIPATING MUST FILL OUT THEIR INDIVIDUAL SOCIAL CONTRACT.
- Norma, the Greek Life secretary, will supply you with a list of the members of your organization who are 21 years of age and can consume alcohol or enter a licensed alcohol establishment.