SPECIAL EVENT CHECKLIST

1. Who is planning the event?
   Organization: __________________________
   Name: _________________________________
   Title: _________________________________
   Email: ________________________________
   Phone: ________________________________

2. Name of event: _________________________

3. Location of event:
   □ Chapter Property
   □ Rented Facility
   □ Other: ______________________________

4. Beginning time of event: __________ AM  PM

5. Ending time of event: __________ AM  PM

6. Purpose of event:
   □ Recruitment
   □ Socialize
   □ Philanthropy
   □ Other: ______________________________

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

   Dry event (no alcohol)        Third Party Vendor at a location
   Member Event Only            Guest list event
   Event with one fraternal organization New member event
   Fundraiser                   Sport
   BYOB                         Third Party Vendor at chapter facility
   Member and Date Event        Parent Event
   Event with more than one fraternal organization Event with non-fraternal organization
   Philanthropy                 Recruitment

8. 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
   □ Other: ________________________________
   □ Slip & Slides/Any other water feature
   □ “Warrior Dash” (creation of an obstacle course)/ “Color Run”/ “Zombie Run”
   □ Contact sports
   □ Bonfires
   □ Tug-o-war
   □ Rock Climbing
9. Has any written contract or agreement been signed for any part of this event?  
   Y  N
   If yes, please provide copy of contract/agreement.

10. Have contracts been signed with all Third Party Vendors? Provide Company and Contact Person(s)

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

HOW WILL ALCOHOL GET TO THE EVENT?

FIPG Guidelines allow chapters to host events with alcohol in one of two ways:

- **BYOB [Bring Your Own Beverage]**
  Everyone brings their own alcohol, including members, associate/new members, guests, and alumni. Use the BYOB worksheet to help plan your BYOB event.
  [Event Planning Guide; pg. 6-7]

- **Third-Party Vendor**
  Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event. Use the Third-Party Vendor worksheet to help plan your Third-Party Vendor event.
  [Event Planning Guide; pg. 8-9]

- **Dry Event**

**See Event Planning Guide Link on Page 23**

**DISCLAIMER** Holmes Murphy offers this educational information to provoke thought and discussion and it should not be viewed as a mandate or requirement. We view part of our role as an insurance and risk management professional to anticipate your needs and educate you in an effort to complement the organization's loss prevention and control efforts, not replace the decision making autonomy of our client organizations. We hope you find this educational piece to be of value and stand ready to discuss it further with you or any of your constituents.