

(IFC, PC) have created and adopted the Greek Risk Reduction Guidelines in order to assist member chapters in the planning and implementation of safer events. Chapters must meet the following requirements for chapter-sponsored events that include the consumption of alcohol:

1. At least four class days prior to the date of the event, the following information must be submitted to the appropriate governing council in 575 Patterson Office Tower:
 - a. A completed event planning form;
 - b. Duty schedules for sober door monitors, bar monitors and designated drivers.
 - c. A typed guest list that includes the names of all members of the sponsoring organization(s) and all non-members who have been invited to the event (if the event is closed);
 - d. A copy of the invitation that is being sent to non-members on the guest list (if the event is closed);
2. Alleged violations of these guidelines will be forwarded to the judicial body of the appropriate governing council as well as the international headquarters of the chapter(s) involved for further action.

**Interfraternity Council and Panhellenic Association
of the University of Kentucky
Greek Event Planning Form**

Sponsoring Group(s): _____ Event Date: _____

Location of Event: _____

President(s): _____ Event Chair(s): _____

Phone: _____ Phone: _____

Entertainment: _____

Beginning Time: _____ Ending Time: _____

Planned attendance (those on the guest list):

members: _____ # alumni: _____ # non-members: _____ # total participants: _____

Occupancy allowed under fire code: _____

Describe method of alcohol control:

Who will purchase and/or provide the alcohol that is consumed at the event? Licensed cash bar BYOB Other (explain):

How will those serving or providing alcohol identify persons of legal drinking age? Hand stamp Wristband Other (explain):

What methods of service will be utilized for alcohol? Professional bartenders Chapter members Other (explain):

What methods of control will be in place to limit individual consumption of alcohol?

What procedures will be followed if minors are observed consuming alcohol?

Have you read, and do you understand, the alcohol and event planning policies of your national organization(s) and the University?

Yes

No

Will the use of alcohol at this event comply with the alcohol and event planning policies of your national organization(s) and the University?

Yes

No

Co-Sponsoring Presidents' Signatures _____

FOR OFFICE USE

Date/Time submitted: