



ON-CAMPUS BYOB EVENT REGISTRATION

Host Organization: _____

Person Completing Form

Full Name:

Email:

Phone:

Social Chair

Full Name:

Email:

Phone:

President

Full Name:

Email:

Phone:

Advisor

Full Name:

Email:

Phone:

Does this event have a co-sponsoring chapter? Yes No

If yes, please complete the final page of this packet.

Event Information

Event Name:

Start Date:

End Date:

Event Address:

Start Time:

End Time:

If your event is on a Saturday and UAPD is being requested for the other time, you will:

We will move our event to the other time.

We will cancel our event.

By signing below, I certify all information is true and correct. I also understand that registering events does not preclude the chapter from following all chapter, council, university policies, and all local and federal laws, including Tucson City Code Ordinance for Excessive Noise and Unruly Gatherings (Tucson City Code Chapter 16, Article IV, Sections 16-30 through 16-34).

Host Organization Social Chair Signature: _____ Date: _____

Host Organization President Signature: _____ Date: _____

Host Organization Advisor Signature: _____ Date: _____

All social event paperwork must be turned in by 12:00 p.m. (noon) at minimum 10 business days in advance of your event. Completed paperwork is due to the Social Events mailbox in the Fraternity & Sorority Programs office, Room 411 of the Student Union. Event guest list is due to the same place within 3 business days of the event.

ON-CAMPUS BYOB EVENT CONT.

Est. Number of Members Attending:

Est. Number of Guests Attending:

Est. Total Attending:

Facility Capacity:

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

- Hired Security (recommended)
- Designated chapter members
- Other: _____

How are you marking 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.
- Specific hand stamp that is unique to the event.
- Other: _____

How will you ensure no alcohol above 15% ABV will be brought into the event?

By initialing below, I certify all information is true and correct. I also understand that registering events does not preclude the chapter from following all chapter, council, university policies, and all local and federal laws, including Tucson City Code Ordinance for Excessive Noise and Unruly Gatherings (Tucson City Code Chapter 16, Article IV, Sections 16-30 through 16-34).

Host Organization Social Chair Initials: _____ Date: _____

Host Organization President Initials: _____ Date: _____

Host Organization Advisor Initials: _____ Date: _____

*All social event paperwork must be turned in by 12:00 p.m. (noon) at minimum 10 business days in advance of your event.
Completed paperwork is due to the Social Events mailbox in the Fraternity & Sorority Programs office, Room 411 of the Student Union.
Event guest list is due to the same place within 3 business days of the event.*

ON-CAMPUS BYOB EVENT CONT.

How will you monitor that all attendees are only drinking the alcohol they brought in at the event?

Describe the food and non-alcoholic beverages provided:

Describe how restrooms will be accessed without allowing guests into private bedrooms:

Describe boundaries, fencing, barriers, and/or security present to control alcohol consumption:

By initialing below, I certify all information is true and correct. I also understand that registering events does not preclude the chapter from following all chapter, council, university policies, and all local and federal laws, including Tucson City Code Ordinance for Excessive Noise and Unruly Gatherings (Tucson City Code Chapter 16, Article IV, Sections 16-30 through 16-34).

Host Organization Social Chair Initials: _____ Date: _____

Host Organization President Initials: _____ Date: _____

Host Organization Advisor Initials: _____ Date: _____

*All social event paperwork must be turned in by 12:00 p.m. (noon) at minimum 10 business days in advance of your event.
Completed paperwork is due to the Social Events mailbox in the Fraternity & Sorority Programs office, Room 411 of the Student Union.
Event guest list is due to the same place within 3 business days of the event.*

ON-CAMPUS BYOB EVENT CONT.

List the full names for the assigned [non-drinking] event monitors:

**Requirement: One NDEM for every 25 attendees.*

- | | | |
|-----|-----|-----|
| 1. | 11. | 21. |
| 2. | 12. | 22. |
| 3. | 13. | 23. |
| 4. | 14. | 24. |
| 5. | 15. | 25. |
| 6. | 16. | 26. |
| 7. | 17. | 27. |
| 8. | 18. | 28. |
| 9. | 19. | 29. |
| 10. | 20. | 30. |

Describe how non-drinking event monitors are trained on their responsibilities at the event and the signs of over consumption/misuse of drugs or alcohol and the resources available to assist any event attendees who may need care.

By initialing below, I certify all information is true and correct. I also understand that registering events does not preclude the chapter from following all chapter, council, university policies, and all local and federal laws, including Tucson City Code Ordinance for Excessive Noise and Unruly Gatherings (Tucson City Code Chapter 16, Article IV, Sections 16-30 through 16-34).

Host Organization Social Chair Initials: _____ Date: _____

Host Organization President Initials: _____ Date: _____

Host Organization Advisor Initials: _____ Date: _____

*All social event paperwork must be turned in by 12:00 p.m. (noon) at minimum 10 business days in advance of your event.
Completed paperwork is due to the Social Events mailbox in the Fraternity & Sorority Programs office, Room 411 of the Student Union.
Event guest list is due to the same place within 3 business days of the event.*

ON-CAMPUS BYOB EVENT CONT.

Co-Sponsoring Chapter Information

Co-Sponsoring Organization: _____

Social Chair

Full Name:

Email:

Phone:

President

Full Name:

Email:

Phone:

Advisor

Full Name:

Email:

Phone:

By signing below, I certify all information is true and correct. I also understand that registering events does not preclude the chapter from following all chapter, council, university policies, and all local and federal laws, including Tucson City Code Ordinance for Excessive Noise and Unruly Gatherings (Tucson City Code Chapter 16, Article IV, Sections 16-30 through 16-34).

Co-Sponsoring Social Chair Signature: _____ Date: _____

Co-Sponsoring President Signature: _____ Date: _____

Co-Sponsoring Advisor Signature: _____ Date: _____

All social event paperwork must be turned in by 12:00 p.m. (noon) at minimum 10 business days in advance of your event. Completed paperwork is due to the Social Events mailbox in the Fraternity & Sorority Programs office, Room 411 of the Student Union. Event guest list is due to the same place within 3 business days of the event.