



Social Events Best Practices *Revised Fall 2019*

The best practices set forth here will benefit an organization who is conducting a social event. Nothing precludes chapters from adopting practices that are more stringent than those set forth herein.

Entry and Invitations

- Host chapter (s) should post a sign stating they retain the right to refuse entry to anyone (even with an invitation).
- Chapters should utilize CatCard swipers in addition to the guest list.
 - Chapters should purchase or rent swipers from Fraternity and Sorority Programs.
 - All guests, including members, should be swiped in when entering and swiped out when exiting.
 - Non-UA student guests should be on the guest list and marked as non-UA students. Chapters should consult with their inter/national organization regarding guests unaffiliated with the host university.
- Events should have only one main entrance/exit. All other doors should be maintained as emergency exits only and clearly marked as such.
- All guests entering the event should be at least 18 years of age or older and should provide proof of age upon entering. The guest's birthdate should be indicated on the guest list.
- Host chapter(s) should manage rideshare drop-offs and ensure there is no traffic congestion.
- The host and sponsoring chapters should notify the surrounding neighbors and their neighborhood association (if applicable) a minimum of five (5) days in advance of every event for more than 200 people, and prior to the event for events smaller than 200 people. The chapter should provide neighbors with names and telephone numbers of responsible parties for event.

Security

- The Fraternity and Sorority Programs Office recommends that security be responsible for assisting the host and sponsoring chapter(s) in the following areas: implementation and enforcement of guest list, distinguishing between drinking and non-drinking attendees, maintaining a safe and secure environment for attendees, keeping out any uninvited guests, or anything else deemed worthy in the situation at the given time.

Non-Drinking Event Monitor

- One NDEM from each sponsoring chapter should be present at the entrance of the event at all times to assist security in verifying the guest list.

- There should be a NDEM stationed at any part of the house that is restricted to members and guests.
- The NDEM should meet with the Risk Manager/Social Chair before the event begins to discuss role/scope of responsibility and stations for the event.
- Specialty clothing should be worn by the NDEM to set them apart from the rest of the attendees (ex. highly visible t-shirts or jackets).
- The chapter President, Risk Management Chair, and Social Chair should limit their use of alcohol (if consuming at all and if of legal drinking age) during events so they can, along with the NDEM, ensure that a safe social environment is maintained.

Alternative Foods and Beverages

- Water and food should be present and available throughout the duration of the event.
- Water and food should be located away from the alcohol or serving areas.
- Water or Non-alcoholic beverages should be dispensed from closed containers.

Third Party Vendor

- It is the responsibility of the chapter to ensure the third-party vendor does:
 - Not serve alcohol to minors
 - Checks identification
 - Not serve individuals who appear to be intoxicated
 - Maintain absolute control of all alcoholic containers present
 - Collect all remaining alcohol at the end of a function

Off Campus Transportation

- All members and guests that will be attending the off-campus event should receive a transportation wristband or stamp upon boarding the provided transportation. These transportation wristbands or stamps should be checked at the entrance of the event and should determine a person's ability to enter the event.