**FORM C | Drake University**

**OFFICE OF FRATERNITY AND SORORITY LIFE**

**Social Event Registration Form – BYOB Fraternity**

*Forms and supplemental documents are due 2 weeks (14 business days) days before your event*

*Guest lists are due by noon the week before the event*

*For weekend events, lists are due on Friday the week prior to the event*

*Can only be submitted typed. Handwritten Forms will not be accepted.*

**Section 1: General Information**

|  |  |
| --- | --- |
| **Date of the Event** |  |
| **Sponsoring Chapter** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Officer** | **Name** | **Phone** | **Email** |
| **President** |  |  |  |
| **Risk Manager** |  |  |  |
| **Social Chair** |  |  |  |
| **Chapter Advisor** |  |  |  |

**Section 2: Event Information**

|  |  |
| --- | --- |
| **Type of the Event** |  |
| **Theme** |  |
| **Start Time** |  |
| **End Time** |  |
| **Number of Members to be Present** |  |
| **Number of Guests** |  |
| **Total Attendees (not to exceed 300)** |  |
| **Name of Event Venue** |  |
| **What is the Maximum/Fire Code Capacity of the Venue** |  |
| **Address and Phone of Event Venue** |  |
| **Is this an indoor, outdoor or indoor/outdoor event?** |  |
| **List the food that will be served** |  |
| **List the Non-Alcoholic beverages served** |  |

**Section 3: Event Monitors**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Year** | **When Did They Complete Training?** |
| Event Monitor #1 |  |  |  |
| Event Monitor #2 |  |  |  |
| Event Monitor #3 |  |  |  |
| Event Monitor #4 |  |  |  |
| Event Monitor #5 |  |  |  |
| Event Monitor #6 |  |  |  |
| Event Monitor #7 |  |  |  |
| Event Monitor #8 |  |  |  |

**\*Event Monitors must be sober at event, collegiate members of their chapter, and have gone**

**through Sober Monitor Training\***

**Section 3: Signatures (must be signed)**

By signing this form, I attest that I understand the Interfraternity & Panhellenic Risk Management Policy and my own Chapter’s Inter/national Risk Management policy and agree to uphold these policies & expectations. I understand that in the event of a violation of these policies, the chapter(s) involved may be subject to sanctions imposed by the respective Council’s Judicial Board, Drake University, and my Inter/national organization.

|  |  |
| --- | --- |
| **President** |  |
| **Social Chair** |  |
| **Risk Manager** |  |

***Guest Lists:***

* *Guest lists are due by noon the week before the event*
* *For weekend events, lists are due on Friday the week prior to the event*

If you have any questions, please contact the FSL Director at [Elizabeth.Cadwell@drake.edu](mailto:Elizabeth.Cadwell@drake.edu)

or your respective Council Officer:

|  |  |  |  |
| --- | --- | --- | --- |
| Panhellenic Executive Vice President | Izzy Jaeger | (612) 749-0675 | panhel.evp@gmail.com |
| IFC Executive Vice President | Thomas Karandjeff | (314) 882-3460 | [thomas.karandjeff@drake.edu](mailto:thomas.karandjeff@drake.edu) |