

# Greek Social Event Notification Form

Due 1 week prior to event

Office use only  
Received: \_\_\_\_\_

**Sponsoring organizations(s)** -- number of groups identified here must match signatures below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Name of Event :** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Event Times:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ (social, philanthropy, community service, etc.)

**Brief description of event:** \_\_\_\_\_  
\_\_\_\_\_

**Location of Event** (name and address of establishment): \_\_\_\_\_  
\_\_\_\_\_

**How many people are expected to attend?**

| <u>Current Chapter Members</u> | <u>New Members/Neophytes</u> | <u>Guests (includes alumni/ae)</u> | <u>Total</u> |
|--------------------------------|------------------------------|------------------------------------|--------------|
| _____                          | _____                        | _____                              | _____        |

**Will be alcohol be served?** \_\_\_\_ Yes, Alcohol will be served \_\_\_\_ No, Non-Alcoholic Event (if no, skip this section)

1. How will the alcohol be distributed?

\_\_\_\_ Third Party Vendor  
If establishment where event will be held is not the vendor, who/what entity is?  
\_\_\_\_\_

\_\_\_\_ BYOB  
If BYOB, what measures will be in place to control the amount of alcohol consumed by those present?  
\_\_\_\_\_

2. Who will be responsible for checking legal identification? \_\_\_\_\_

3. Will there be security guards present? How many? \_\_\_\_\_

4. What alternative beverages will be provided? \_\_\_\_\_

5. What food will be provided? \_\_\_\_\_

**I hereby certify all the information above to be accurate and that my chapter will abide by all policies applicable to Greek Life organizations at the University of New Orleans, as well as all policies of our inter/national organization.**

\_\_\_\_\_  
Chapter President Date

\_\_\_\_\_  
Social/Event/Risk Mgmt. Chair Date

\_\_\_\_\_  
Chapter President Date

\_\_\_\_\_  
Social/Event/Risk Mgmt. Chair Date

\_\_\_\_\_  
Chapter President Date

\_\_\_\_\_  
Social/Event/Risk Mgmt. Chair Date