STRICTEST POLICY STANDS
When planning an event with another organization, all hosting organizations are prohibited from “co-sponsoring, co-financing, or attending or participating in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.”

In order to facilitate a successful event, you should review these questions with each of the co-sponsoring organizations.

Who is the co-sponsoring organization? __________________________________________________

When and where is the event [date, time, and location]? __________________________________________________

Does the co-sponsoring organization have a risk management policy? Y / N
If so, have you reviewed the policy? Y / N
If the co-sponsoring organization’s policy is more restrictive, you must follow their risk management policy.

Does the co-sponsoring organization’s policy require any additional event management procedures? Y / N
If so, what are they [check all that apply]?  
___ Alternative food and beverage [e.g. non-salty snacks and non-alcoholic beverages]
___ Licensed third party transportation to and from the event
___ Event registration with the inter/national organization and/or regional volunteer
___ Other [Describe]:

TYPE OF EVENT/CONTRACTS
How will alcohol come to the event [if applicable]?  
___ Bring Your Own Beverage [BYOB]  
   Everyone brings their own alcohol, including members, new members, guests, and alumni [see BYOB Guide].
___ Third Party Vendor  
   Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event [see Third Party Vendor Guide].

Do each of the co-sponsoring organizations have insurance? Y / N

Do each of the co-sponsoring organizations appear on all contracts for the event? Y / N

Does the event have a theme? Y / N

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:
___ Does NOT rely on the stereotypes of certain groups.
___ Does NOT encourage offensive dress or costumes.
___ Does NOT stereotype men or women.
___ Is NOT sexist. If you’re unsure, try interchanging the word/theme with a racial word/theme.
___ Is NOT centered on making fun of a particular group of people, culture, or organization.
___ Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

WHO IS CONTRIBUTING WHAT?

This document is a resource to help interpret policy and best practice. Always observe federal, state, local law in addition to national organization policies.

Source: Pi Kappa Phi Fraternity Ladder of Risk & Social Event Planning Guide [http://www.pikapp.org/]
Who is the co-sponsoring organization’s officer in charge? __________________________________________________

How many sober monitors will the co-sponsoring organization provide for the event? __________

How will you identify sober monitors during the event? __________________________________________________

What are the responsibilities of the sober monitors during the event?
___ Check members’ and guests’ IDs at the door to verify their age
___ Manage the guest list at the door
___ Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
___ Monitor members’ and guests’ policy compliance
___ Other [Describe]:

Have you reviewed your organization’s Crisis Management Plan with the co-sponsoring organization? Y / N

What additional steps will the co-sponsoring organization take to help reduce risk during the event?

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