

Greek Off-Campus Social Event Notification Form

For Information Only

DUE AT NOON ON WEDNESDAY THE WEEK OF THE EVENT!!

Fraternity/Sorority: _____ Day & Date of Event: _____

Name and Address of the Venue: _____

Description of Event: _____
Include Band name, DJ, theme, etc.

Officer in Charge of Event: _____
Name Phone (during event)

Hours: from _____ to _____ Expected Attendance: 1-99 100-199 200-399

Mode of Transportation: _____
(If event is off-campus, contact Lt. Strannard 2-0611 for loading site)

Fraternities/Sororities are responsible for getting security officers for off-campus events.

Alcohol: () DRY – No alcohol
() BYOB (members and guests bring their own beer)
() Licensed Bar tender and cash bar
(for off-campus events only)

Guests: () Members Only () VU students

Check all appropriate areas for compliance with the Vanderbilt University Alcohol Policy, appropriate Governing Body (IFC, Panhellenic, and NPHC), Tennessee State Law, and inter/national social event policy:

_____ Carding at the Door by 3rd Party Security (Drivers' License)
_____ Guest List at entrance _____ Sign-in List at entrance _____ only one entrance to the event
_____ Non-alcoholic beverages and food will be served _____ Special Event Insurance
_____ Chapter funding is not used to purchase alcohol

Party Patrol/Party Monitors/Sober Sisters (sober members throughout entirety of event, must be easily identifiable):

By signing below, on behalf of my organization, I understand and will follow all policies of Vanderbilt University and the appropriate governing council.

Print Name Signature Phone #