

Alcoholic Event Registration

For IFC and PHA chapters

The event registration must be completed by a representative from the hosting chapter who will serve as the contact for the duration of the registration process. This person will be contacted if information is invalid or incomplete and will be responsible for providing all required information in order for the event to be approved. All registration information must be complete and accurate and turned in to the respective Vice President of Risk Management at least one week prior to the scheduled event date.

Event/Contact Information

Chapter: _____

Event date: _____

Chapter representative: _____

Position/title: _____

Email: _____

Phone #: _____

Signature: _____

Date: _____

Chapter Advisor Approval

Name: _____

Email: _____

Phone #: _____

Signature: _____

Date: _____

Time Stamp

Event Form

Sponsoring chapter: _____

Event date: _____

Event theme: _____

Event Type

Check one of the following

Single-chapter sponsored event

One chapter is promoting, funding and providing transportation for the event

Joint-chapter event

Two or more chapters are promoting, funding and providing transportation for the event; only members of included chapters are attending

Other participating chapters:

1. _____
2. _____
3. _____

Co-sponsored event

Two or more chapters are promoting, funding and providing transportation for the event; non-members may be invited/attend

Alumni/tailgate event (IFC chapters only)

Hosted at an IFC chapter house; alumni and guests may be invited/attend

Parent event

One chapter is funding and/or providing transportation for an event in which parents/ other relatives of chapter members may be invited/attend

Event Location

Event location: _____

Address: _____

Event start time: _____

End time: _____

(No later than 1:00 a.m.)

Check that the following information is complete and attached:

- Proof of establishment's valid liquor license*
- Proof of establishment's insurance liability coverage of \$1 million minimum*
- Receipt of transportation being utilized*

Chapter Accountability Agreement

Sponsoring chapter: _____

Estimated # attending: _____ # of sober monitors: _____
**Must be 1 for every 50 attending*

Executive Officer Monitor

Officer name: _____ Position: _____

Email: _____ Phone #: _____

As the executive officer monitor and primary contact for the event, I agree to remain sober for the duration of the event. I agree to intervene in any situation that may jeopardize the safety and/or wellbeing of members/guests at the event. I understand that I am responsible for ensuring that my organization is upholding the alcohol policy for the University of Missouri, all IFC/PHA alcoholic event guidelines outlined in the councils' Constitutions and Bylaws, my organization's policies, and all state and federal laws. I understand and agree that I will be available for contact for any questioning by Greek Life staff, university officials, Columbia/university police, and/or national fraternity/sorority organizations regarding this event.

Signature: _____ Date: _____

Sober Monitor Agreement

As a sober monitor, I agree to remain sober for the duration of the event. I understand that I am responsible for ensuring that my organization is upholding the alcohol policy for the University of Missouri, all IFC/PHA alcoholic event guidelines outlined in the councils' Constitutions and Bylaws, my organization's policies, and all state and federal laws.

Printed name: _____ Phone #: _____
Signature: _____ Date: _____

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