



Social Event Management Guidelines

General Guidelines

1. All chapter/colony functions where alcohol is present shall be sponsored in a manner such as will ensure compliance with all applicable university regulations, local, state, federal laws, and with FIPG and all inter/national risk management policies.
2. It is the responsibility of the chapter/colony as a whole (officers, members, new members, and/or alumni) to take reasonable steps to ensure the legal and responsible use of alcohol during all chapter/colony functions.
3. All functions at which alcohol is present are to be no longer than five (5) hours in duration.
4. All functions with alcohol must end by 2 a.m.
5. All functions with alcohol must either have a third party vendor or be BYOB (BYOB will be defined as one guest or member may bring a maximum of six (6), twelve (12) ounce cans/bottles of beer/wine coolers/malt beverages for their own consumption). Any BYOB events will agree to give permission to Law Enforcement to conduct walkthrough visits during the events, moreover Officer(s) will be allowed to walkthrough common areas and hallways, check identification, view the guest list, and have access to observe overall safety of the event and attendees.
6. Under no circumstances are there to be functions with alcohol during the week of final exams (this includes the weekend prior to the start of the week of final exams).
7. There shall be a single controlled entrance/exit.
8. One educational program on substance abuse must be sponsored by each chapter/colony for new members and actives each fall and spring semester.
9. The possession, sale, and/or use of any illegal drugs or controlled substances at any chapter/colony facility, sponsored event, or at any event that an observer would associate with the fraternity or sorority is strictly prohibited.
10. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy including a third party vendor and guest list.
11. All recruitment or rush activities associated with any chapter/colony will be non-alcoholic. No recruitment or rush activities associated with any chapter/colony may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.



12. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption or shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
13. No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter/colony. This includes but is not limited to activities associated with “bid night,” “big brother/sister – little/sister” events or activities, “family” events or activities and initiation.
14. Allegations of misconduct with regard to guest lists, monitoring, and security requirements will be referred to the Fraternal Standards Board (or the Dean of Students Office, if judicial boards are not in session or currently functional), who will determine appropriate sanctions if an organization is found responsible for violation of this policy.

Guests

All functions at which alcohol is present are to be limited to members, individually invited guests, alumni, and relatives or chapter/colony members. When events are held in a chapter facility, invited guests are to be limited to a reasonable number according to the capacity of the common living area(s) on the main floor(s) of each chapter/colony facility as determined by the Laramie Fire Department. Events held at a third party vendor location may not exceed the capacity set for that specific location.

1. There shall be a written guest list available at a single controlled entrance/exit, listing all invited guests.
2. Open parties (in which guests lists are not enforced to unlisted guests are allowed entry) are not permitted at any time.
3. The guest list for each function shall be collected by each sponsoring chapter/colony and provided to the Fraternity & Sorority Life Office 24 hours prior to the start of the event.
4. Guests must sign-in on an official guest list upon entry to the event.

Food

1. Food shall be made available to guests at no cost and remain available throughout the duration of the event.
2. Non-alcoholic beverages and the food shall be provided in an easily accessible area.
3. The food provided shall meet the needs of those attending, be substantive, and of reasonable variety.

Alcohol Policies

1. The purchase of bulk quantity or common source(s) of alcoholic beverage, for example, kegs, party balls, alcoholic punches and cases is prohibited.
2. No alcoholic beverages may be purchased through or with chapter/colony funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of the of or on behalf of the chapter/colony.
3. No members, collectively or individually, shall purchase for, serve to, or sell alcohol beverages to any minor.
4. Guests and members must check-in all alcohol at the door or with the alcohol-free monitor team.
5. The chapter/colony must use a system of individualized alcohol cards or wrist-bands, and will allow no more than one drink per person per trip to the secured alcohol storage at the event.



6. The chapter/colony shall hold all checked-in alcohol that is not consumed until at least 8 a.m. the following morning before releasing it to its owner(s).
7. Due to the destructive and immediate effects that high alcohol concentration can cause, no grain alcohol or any such distilled liquor (hard liquor) is to be served in any form or mixture during a function.

(Reformatted 3/17/2017)