



Greek Life Social Function Notification

This form must be completed for all on and off-campus social functions no less than four (4) days before the event.

A social function is defined as:

- The presence of two or more sponsoring UNCG student groups and/or
- The presence of alcoholic beverages

If the function occurs on campus, a Student Organization Event Contract must also be completed within four (4) weeks of the function. Once completed, return this form to the Assistant Director for Greek Life, who will pass it to the respective council. Guest lists should accompany all social functions where alcohol is present and must be turned in no less than twenty four (24) hours before the function.

The Council will not approve Greek Social Function Notification forms turned in late and the event will not be allowed to occur. Failure to turn in forms by the day they are due, fill this form out completely, or to hold a social function without prior notification may result in disciplinary action by the respective council.

Name	
Officer Title	Telephone Number
Name of Sponsoring Groups(s)	
Date of Event	Time of Function (beginning & end)
Type of Function – Check one <i>All events fit one of the four categories.</i>	<input type="checkbox"/> Multiple Group Social/Mixer <input type="checkbox"/> Members and Dates Only Party <input type="checkbox"/> Invitation Party
Theme of Function	Location of Function
Guest List submitted with this Form? <input type="checkbox"/> Yes <input type="checkbox"/> No	___ Number of Members ___ Number of Guests
<input type="checkbox"/> Third Party Vendor <input type="checkbox"/> BYOB	If BYOB, how will alcohol be collected and distributed?
Security <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what kind of security?
How will people over the age of 21 be identified?	
How will designated drivers be identified?	
Names of Officers and Officer Title Responsible for Risk Management <i>(Must be in attendance at function)</i>	1. _____ 2. _____ 3. _____