



Greek Life Social Function Notification

Greek organizations must complete this form and submit it no less than four days before the event to the Greek Advisor, who then passes it on to the respective council. This form is for all on and off-campus social functions, including alumni/ae sponsored events. If a guest lists is required, it must be turned in no less than 24 hours before the event, either to the Greek advisor or to the respective council. The co-sponsoring fraternity and sorority must each turn in a form for Socials/Mixers. The **respective Council will not approve 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 of Sponsoring Organization(s) _____

Date of Event _____

Time (Beginning and Ending) _____

Type of Function – Check one

All events fit one of the four categories.

- Social/Mixer (Fraternity/Sorority or Sorority/Sorority)
- Members and Dates Only Party
- Invitation Party
- NPHC Party
- Alumni/ae Event

Guest List Submitted with this Form?

Yes No

_____ NUMBER OF MEMBERS _____ NUMBER OF GUESTS

Theme of Function _____

Location of Function _____

Third Party Vendor

Yes No

Band/DJ (Circle One)

Yes No

Security

Yes No

If so, what kind of security? _____

How will Designated Drivers be identified? _____

How will people over the age of 21 be identified? _____

Is this a BYOB event?

Yes No

If so, how will BYOB be identified? _____

Names of Officers and Officer Title
Responsible for Risk Management
(Must be in attendance at function)

1. _____

2. _____

3. _____

Signature of Person Completing Form, Officer Title and Telephone Number

Officer Title

Telephone Number