

Event Coordinator Information

Event Coordinator Name:

Cell Phone:

Sponsoring Organization:

Position Title:

Campus Address:

Campus Advisor:

Email Address:

Event Information:

Event Name/Theme:

Event Date:

Setup Time:

Event Start Time:

Event End Time:

Types of Food & Beverages Provided:

Estimated Attendance:

Trained TIPS Monitors (#):

Description of Event:

- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Club Event   | <input type="checkbox"/> Club Event After Party | <input type="checkbox"/> Greek Life Formal | <input type="checkbox"/> Greek Life Party |
| <input type="checkbox"/> Philanthropy | <input type="checkbox"/> Small/Theme House      | <input type="checkbox"/> Late Night Event  | <input type="checkbox"/> Other _____      |

Event Type:

- Formal (w/Invitation List)    Social Event    3<sup>rd</sup> Party Caterer (please attach appropriate supporting documentation)  
 Guest List    No Guest List (will only use occupancy)

Alcohol:

- Yes   Estimated # of guests 21 years and older \_\_\_\_\_ (sign below after completing the TIPS section on reverse page)  
 No   (if no, please sign form below)

- All parties have a maximum of four hours in length and will end by 1am, regardless of the location of the event, unless a later hour is approved by the Social Events Request Committee. An example of this exception may be an After Party at the Barn scheduled after a campus event.
- Events held during the week (Monday, Tuesday, Wednesday, or Thursday) must end by 12 midnight. Events on Friday and Saturday evenings must end by 1am. Campus Safety may walkthrough the event at anytime.
- Two social events with alcohol may be approved on the same date. Request forms will be reviewed in the order that they are received.

I AGREE TO ACT AS A REPRESENTATIVE OF THE HOSTING ORGANIZATION/GROUP AND WE TAKE RESPONSIBILITY FOR COMPLIANCE WITH THE COMMUNITY STANDARDS.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

*This form represents a request, not an approval of the event. This form must be submitted at least 5 business days prior to the event.*

**THIS SECTION MUST BE COMPLETED IF ALCOHOLIC BEVERAGES ARE PERMITTED AT THE EVENT**

Type of Service:  TIPS Served  Third Party \_\_\_\_\_

Source of Funding for Alcohol \_\_\_\_\_

Amount of Alcohol: \_\_\_\_\_

Alternative Beverages: \_\_\_\_\_

Food/Snacks (quantity) \_\_\_\_\_

Location of Serving Area: \_\_\_\_\_

Organizations sponsoring an approved event with alcohol will be required to contact and secure TIPS monitors from the list of on campus trained TIPS monitors (provided on the Student Engagement website). At least 50% of the TIPS monitors for a single event must be members of the sponsoring organization. 1 TIPS monitor for 25 attendees.

- < 25 students = 1 TIPS monitors
- < 100 students = 4 TIPS monitors
- < 150 students = 6 TIPS monitors

*By signing this form, I agree to uphold the Community Standards and take responsibility for the event and the details associated with the event listed on this registration sheet. I understand that if for any reason I am requested by an HWS official to implement changes in the way the activity is conducted, I will do so immediately. I also understand that should I not make required changes or should participants not be responsive to the changes, the activity may be postponed, cancelled, or terminated. Furthermore, I will contact appropriate HWS officials if I have any policy-related concerns about the implementation of the event. If there are discrepancies between the application materials and conditions found at the event, the group, the monitors volunteering at the event, the individual(s) responsible for the event, and the executive board of the group sponsoring the event may face disciplinary proceedings.*

Hosting Organization's TIPS Monitors:

Print Clearly	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Additional TIPS Monitors:

Print Clearly	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

- Trained TIPS monitors volunteering at a registered event will be required to attend a meeting the week of the event.
- Prior to the start of an approved social event with alcohol a walk-through of the location will be conducted with the following people:  
*Greek Event:* Campus Safety, Fraternity President, Social Chairperson, and Greek Council Representative. If the Greek Council Rep is from the hosting fraternity/sorority, another executive board member from Greek Council will participate in their place.  
*Non-Greek Event:* Campus Safety, Club/Group President, at least 3 additional representatives from hosting organization.

Office of Student Engagement Use: \_\_\_\_\_ SERF received on: \_\_\_\_\_  
Approval: YES NO Signature: \_\_\_\_\_ Date: \_\_\_\_\_