



DELTA CHI

SOCIAL EVENT PLANNING

BRIEF

Updated July 2025

The goal of this resource is to help you think critically around event planning. Prior to planning an event, you are encouraged to review the Delta Chi Risk Management Policies and policies from your campus, so you have a full understanding of the expectations around event planning.

While following the guidelines outlined in this BRIEF will help to make any event safer, it is recommend they be expressly followed in the following circumstances:

- When alcohol is present while on chapter premises or during a fraternity/sorority event,
- For any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.

For any questions around event planning, policy clarification, contract review, etc. please reach out to the Director of Member Safety for further assistance.

WHAT MAKES SOMETHING AN EVENT?

Any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.

DETERMINING IF THE EVENT IS ON “CHAPTER PREMISES”

- Is the event being hosted in your chapter house/facility or a university-provided meeting space?
 - If yes, every event you hose there is considered a chapter event.
- Is the event being hosted in an on or off campus location where you traditionally hold your events?
 - If yes, events you host there would probably be considered a chapter event.

DETERMINING AN “EVENT” OR “ACTIVITY” OF THE CHAPTER:

The following factors should be considered when determining whether an event could be considered an event or activity of the chapter.

- | | | |
|--|-----|----|
| • Is the event being hosted or planned by one or more members of the chapter and supported by the Executive Board? | YES | NO |
| • Is the event financed by the chapter and/or being hosted on chapter property? | YES | NO |
| • Is the event being hosted or planned by one or more members and supported by other members or Associate Members? | YES | NO |
| • Does the Executive Board have prior knowledge of the event? | YES | NO |
| • Is the event listed or advertised on the chapter website or social media accounts? | YES | NO |

• Do online invitations or event flyers refer to the organization (either by name, symbols, or other reference)?	YES	NO
• Is the event listed on a chapter calendar (either public or private)?	YES	NO
• Will the event be announced during a chapter meeting?	YES	NO
• Will members of the Executive Board be in attendance?	YES	NO
• Are members attempting to rename the event in order to give the appearance that is isn't associated with the chapter?	YES	NO
• If guests were stopped on their way to the event, would they say they were going to a Delta Chi event?	YES	NO
• Is the event actively or passively endorsed by a majority of the chapter's members?	YES	NO
• Have members of the chapter lied about the event?	YES	NO

Use the worksheets throughout the rest of this BRIEF to assist with considering all of the details you will need for social event planning.

Event Details

WHO IS PLANNING THE EVENT?

Event Organizer Name:	
Officer Title:	
Email:	
Phone Number:	

EVENT BASICS:

Event Name:		
Event Date:		
Start Time:		
End Time:		
Location of Event:	<ul style="list-style-type: none"> • Chapter Property (either fraternity or university owned) • Rented Facility (hotel, restaurant, etc.) • Member(s) Residence • Other:_____ 	
Purpose of Event: <i>Circle all that apply</i>	<div> Recruitment Social Formal </div> <div> Philanthropy/Fundraiser Service </div> <div> Other:_____ </div>	
What best describes the event? <i>Circle all that apply</i>	<div> Dry event (no alcohol) Member-only event Recruitment BYOB Member and Date Event Event with another Fraternity Event with a Sorority Event with Multiple Chapters </div>	<div> Event with a Student Organization Event with multiple organizations Third-Party Vendor Location Associate Member Event Sporting Event Parent/Family Event Service Philanthropy/Fundraiser </div>

RISK MANAGEMENT CONSIDERATIONS

The activities below could be considered high-risk. Does the planned event contain any of the following?

Circle all that apply

- | | |
|----------------------------------|---|
| Sky diving/parasailing | Pool |
| Bungee jumping | Slip-and-Slide |
| Trap/skeet shooting | Water Feature |
| Boxing tournament | Mechanical Bull |
| Building of temporary structures | Bounce House/Inflatable |
| Obstacle course | Contact Sport (Football, Rugby, etc.) |
| Bonfire | Tug-of-War |
| Rock climbing | Event with live animals (ex. rodeo, petting zoo) |
| Ropes course | Events that take place at a height more than one or two feet off the ground |

CONTRACTS OR AGREEMENTS

Have any written contracts or agreements been signed for any part of the event?

Circle all that apply

- | | |
|----------------------------|------------------------------|
| Food caterer | Sports Field |
| Security guard | DJ |
| Bus/Transportation Company | Band |
| Third-Party Vendor | Musical Artist/Performer |
| University facility | Restroom or Waste Management |
| Hotel Venue | Other: _____ |

HOW WILL ALCOHOL GET TO THE EVENT?

Event Type	Definition	Additional Worksheet
Bring Your Own Beverage (BYOB)	Everyone brings their own alcohol, including members, alumni, and guests, who are of the legal drinking age.	Making BYOB Events Work
Third-Party Vendor	Bar, Restaurant, Catering Company, Hotel, etc. Contract with an establishment or caterer licensed to provide a cash bar or location to host your event.	Planing a Third-Party Vendor Event
Dry Event	No alcohol will be present	None - but be aware of high risk items

Building a Guest List

This worksheet will help you to determine how to create a guest list for all of your events.

GUEST LIST CONSIDERATIONS

- Are there any university or fraternity/sorority policies that limit the number of guests per member for chapter events? YES NO
 - If yes, what do those policies say?

- Do the math. Delta Chi abides by a 2 to 1 guest to member ratio at events.

Number of members you plan to have at the event

X

Number of guests per member allowed at the event

=

Total number of guests to be invited at the event
The total number of attendees (members and guests) should not exceed the fire code capacity for the venue.

- Figure out how members will add their names to the guest list. It is suggested that guest lists be closed at least 24 hours prior to the event start time.

YES NO **Spreadsheet or Sign-Up List**

Create a spreadsheet and allow members to add guests' names. Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter facility. Each member's name should be on the list next to a blank space for each guest they're allowed to invite (i.e. two guests per member).

YES NO **Numbered Invitations**

Distribute numbered invitations to each member to give to their guests. These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered. Keep a list with each member's name on it and the assigned numbers of the invitations they were given. During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as they turn in the invitation

YES NO **Closed Online Event Invitation**

Create a closed (non-recurring) event with a specific start and end time. Do NOT allow friends to extend the guest list. Set the Privacy to "Invite Only." A designated officer (ex. "F" or Social Chair) should be set as the Host and administrator for the event. Each member should submit the names/contact information of their guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

YES NO **Other:**

Managing the Event

This worksheet will help you to consider important event management practices, no matter the type of event you are hosting.

CHOOSING AN APPROPRIATE THEME

- Does the event have a theme? YES NO
 - If yes, what is the theme? _____

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- 1.Does NOT rely on the stereotypes of certain groups
- 2.Does NOT encourage offensive dress or costumes
- 3.Is NOT sexist
- 4.Is NOT centered on making fun of a particular group of people or culture
- 5.Does NOT lend itself to members or guests taking the theme to a disrespectful or degrading place.

EVENT MONITORS

- In addition to the event organizer, how many event monitors or support people will you have at the event? *Suggested guidelines are 1 for every 15 attendees.*
- Describe the system or process for selecting event monitors.
- List the names and contact information for selected event monitors.

[illegible]

- How will you identify event monitors during the event so members and guests can easily recognize them? *Example: safety vest, different colored or labeled shirt, etc.*
- What are the responsibilities of the event monitors during the event?
 - Checking members and guests in at the event YES NO
 - Managing a guest list or registration list YES NO
 - Identifying individuals who are of legal drinking age YES NO
 - Monitor member and guest compliance with risk management policies YES NO
 - Other: _____ YES NO
- Are you hiring security for the event? YES NO
 - If so, what are their responsibilities?
- Is the venue providing security for the event? YES NO
 - If so, what are their responsibilities?

TRANSPORTATION

- Will you be providing transportation to and from the event? YES NO
 - Licensed transportation vendor (i.e. charter bus) YES NO
 - Campus safe ride program or campus bus system YES NO
 - Pre-paid cab service or rideshare (ex. Uber, Lyft) YES NO
 - Designated drivers YES NO
 - Other: _____ YES NO
- If providing transportation, what is the process or plan to ensure that members and guest utilize the required method both to and from the event?

CONSTRUCTION / DECORATIONS

- Will there be any special construction or decorations for this event? YES NO
 - If yes, please describe:
- List who is responsible for constructing any items or putting up décor:

PREVENTION AND HARM REDUCTION

- How many entrances will there be to the event? _____
 - *It is safest to only have ONE designated event entrance.*
- Is this event expected to exceed five hours in duration? YES NO
 - If yes, describe why:
- Will ample food, other than snacks and non-alcoholic beverages, be available? YES NO
 - Describe what will be served:
- Are glass bottles prohibited from the event? YES NO
- Will this event involve any physical activity? YES NO
- If the event is being held in a chapter house, will residential living areas be accessible during the event? YES NO
- If alcohol will be available, will service stop at least one hour before the event ends? YES NO
- If alcohol will be available, will you ensure that there are no tables or paraphernalia that could be used for drinking games? YES NO
- Will music be played during the event? YES NO
 - Ensure that any music played is NOT disrespectful or degrading to a particular group of people or cultures.
- Will you ensure that no illegal drugs or controlled substances be present at the event? YES NO
- Will you ensure the event is in compliance with the Fraternity's organized combat sports policy? YES NO

CRISIS MANAGEMENT PLAN

- Do you have a crisis management plan in place for the event? YES NO
- Will emergency services be readily available at the event? YES NO
 - If not readily available, who will be the individual responsible to contact emergency services? _____

Making BYOB Events Work

This worksheet will assist you with event planning considerations related to Bring Your Own Beverage events - where those who are of legal drinking age to consume alcohol bring their own beverages to the event.

BYOB EVENT CONSIDERATIONS

- Are there any university or fraternity/sorority policies that deal with BYOB events on campus? YES NO
- Are there any university or fraternity/sorority policies that deal with BYOB events off campus? YES NO
- If policies exist, do they require a specific check-in procedure? YES NO
- If policies exist, do they limit the number of drinks a guest can bring? YES NO
- All members and guests should be "carded" at the door to verify their age. Who is checking member/guest identification at the door? *Circle all that apply*

Chapter Members

Police / Security Company

- How are you identifying/marketing members and guests who are of legal drinking age? *Circle or identify the selected method*

Wristbands

*Dated and Marked for
the event*

Specific hand stamp
unique to the event

Other Method:

- How many drinks will you allow each person of legal drinking age to bring to the event? *Note that alcohol products containing more than 15% alcohol by volume (ABV) are prohibited at chapter events (except when served by a licensed and insured third party vendor)*

Beer: _____

Wine Coolers: _____

Cider: _____

Seltzers: _____

Wine: _____

Other: _____

SERVICE DISTRIBUTION CENTER

- How will you manage the service distribution center? Where will it be located?
It is recommended that you establish one central location (not in a member's room) where members and guests can check in their BYOB items for distribution throughout the event.

- How many sober monitors will be assigned to work the service distribution center?

- What best describes who will serve as sober monitors? *Circle all that apply.*

Chapter Members

Police / Security Company

University-Provided
Individuals

- How many drinks will a member or guest be permitted to check out at a time?
- How will members and guests check in and collect their alcohol from the service distribution center?

YES NO **Ticket System**

Each member/guest is given one ticket per drink they check in at the event. The tickets are personalized with the name and type of item they bring, and the name of the attendee is written on the ticket. The member/guest's drinks are delivered to the service distribution center by a sober monitor, and members or guests redeem their tickets for their items one at a time.

YES NO **Punch Card System**

Each member/guest is given one punch card that has marks for each drink they check in at the event. The punch card should be personalized with the name and type of item they bring, and the name of the attendee is written on the card. The member/guest's drinks are delivered to the service distribution center by a sober monitor, and the member or guest will have their card punched or marked at the distribution center after they claim each item.

YES NO **Other (Describe):**

- How will you monitor that members and guests are only drinking the alcohol they brought and checked in at the event?
- Will leftover alcohol be discarded, or made available for pick up the next day by those who brought it to the event?

Planning a Third-Party Vendor Event

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are not individuals who work as bartenders, but instead are locations that are licensed and insured for alcohol service.

THIRD-PARTY VENDOR EVENT CONSIDERATIONS

- | | | |
|---|-----|----|
| • Are there any university or fraternity/sorority policies that deal with Third-Party Vendor events on campus? | YES | NO |
| • Are there any university or fraternity/sorority policies that deal with Third-Party Vendor events off campus? | YES | NO |
| • If policies exist, do they require a specific amount of insurance? | YES | NO |
| • If policies exist, do they limit the type of alcohol that can be purchased? | YES | NO |
| • Have you reviewed your chapter's contract with the Third-Party Vendor? | YES | NO |

Any contracts with a Third-Party Vendor should be signed and dated by both the person authorized to sign on behalf of your chapter and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with IHQ requirements.

- All members and guests should have their identification verified (i.e. "carded") during the event - both at the door and at the time of purchase to showcase that they are of legal drinking age. Who will be handling this during the event? *Circle all that apply.*

Employees of the
Third-Party Vendor
Recommended

Security Company
Hired by the Chapter

Chapter Members

- How are you identifying the members and guests who are of legal drinking age during the event?

Wristbands
*Dated and Marked for
the event*

Specific hand stamp
unique to the event

Other Method: