

Student Life and Leadership Programs
Fraternity/Sorority Off-Campus Event Registration Form

Basic Information								
Chapter(s):								
		Event	: Time(s): _					
Event	Location(s): Street Address	City		State	Zip Code			
	Sileel Address	City		State	Zip Code			
Venue	Name, Contact and Phone							
Attendance: Est. chapter members: Est. guests: Venue Capacity: Describe the event. How does this event/activity promote the mission of your organization(s)?:								
Is this	event a retreat?	YES		NO				
If YES: You must submit a comprehensive retreat agenda (outlines times and activities) with this form (or no later than 3 business days prior to the event)								
		Event Man	agement					
Advertising method(s): Circle all that apply Flyers, online networking sites, chapter website, postcards, word of mouth, invitations Other:								
Using (contract(s) with a non-Un	iversity business?	YES	NO				
If YES:	Type of Service(s) (eg: Do Vendor Name(s) Contact Name & Phone(s	·						
	sion Charge?		YES	NO				
If YES:	Amount	Cash handling proces	ss (who/how	/)				
Transp	oortation provided?		YES	NO				
II ILO.	Transportation company_ Contact Name & Phone(s							
	Pick-up and Drop-off loca	uon(s)						
Securit	ty provided?		YES	NO				
If YES:				<u>—</u>				
	Security companyContact Name & Phone(s Number of security guard)s hired?						
Numbe	r of chapter members design							
Who/How:								
SLL Notes:								

Alcohol Management							
Is alcohol provided? YES NO							
If YES: NO OPEN PARTIES ARE ALLOWED. An "open party" is an event with unrestricted access where alcohol is served. Events may not be advertised as a place where alcoholic beverages are available. (See CSUEB Policy) You are required to use a Third Party Vendor. It is recommended to stop alcohol service one hour before event ends. ID Check: Who is responsible for identifying guests over/under 21 years of age? Security guard at entrance of event Chapter members at the entrance of event Chapter members at the entrance of event Chapter members at the entrance of event Strict Stric							
Guest	List						
Is the event a large scale social and/or will alcohol be available for purchase? YES NO If YES: You must attach a guest list (first and last names) to this Event Registration Form or email the list directly to the Greek Life Advisor at least 3 business days prior to the event. Guest list should reflect a member to guest ratio of 2:1 for events with alcohol and 3:1 for events without alcohol. The total of attendees cannot ever exceed the capacity of the location. A maximum of 2 large events per each quarter, per chapter Individuals must be on the final guest list to gain entrance to the event. Who will be enforcing the guest list at the entrance to the event? Security guard at entrance of event Chapter members at the entrance of event Other Other							
Signature of Review							
Event Coordinator NameSignature:	Will you be present at event? Date:	YES	NO				
Risk Manager Name	Will you be present at event? Date:	YES	NO				
Chapter President NameSignature:	Will you be present at event? Date:	YES	NO				
Chapter Advisor NameSignature:	Will you be present at event? Date:	YES	NO				
For Co-Sponsored Events							
Chapter President NameSignature:	Will you be present at event? Date:	YES	NO				
Chapter Advisor NameSignature:	Will you be present at event? Date:	YES	NO				