

Colgate University Off-Campus Event Registration

I. Social Host Responsibility Guidelines

Events at which alcohol is to be served must be programmed in accordance with Colgate University's Alcohol Policy. In all cases, the host (as defined as an individual or sponsoring group) must ensure that the following guidelines are maintained:

1. A copy of the contract between the chapter and third party vendor must be turned into the Office of Fraternity & Sorority Affairs Annex one week in advance before the event.
2. A event management plan should address the following:
 - a. Transportation provided to and from the Event
 - b. A Copy of the contract to reserve the third party location describing the services being offered by the vendor (i.e. alcohol, security, food, non-alcoholic beverages, etc)
 - c. Proof of Insurance from the National HQ
 - d. A Copy of the Chapter's Risk Management Plan must be on file with the Office of Fraternity & Sorority Affairs Annex
 - e. A list of sober monitors for the event

II. Colgate University: Off-Campus Event Registration

Name of sponsoring organization: _____

Location: _____

Date of Initial Conversation: _____ Anticipated Attendance: _____

Date of event: _____

Starting time of event: _____ Ending time of event: _____

Name of social host: _____ Phone number: _____

Describe nature of audience/event: _____

Type of Event: Off Campus Catered

Signature of Officer and Title (Must be 21 years of age)

Date

Signature of TIPS Trained Social Host (Must be 21 Years of age)

Date

Assistant Dean of Campus Life

Date

III. Financial Review

Before the event form is approved, a budget must be submitted by the Chapter Treasurer to the Office of Fraternity & Sorority Affairs Annex, Staff Accountant in applicable time to ensure funds are available within the Chapter's account and payment can be processed by the Accounting Office.

Vendor Name: _____ **Date Funds Needed By:** _____

Payment Amount: _____ (if multiple payments and vendors, please attach a comprehensive list for the OFSAA Staff Accountant)

Type of Payment:

____ University Voucher ____ Direct Billing\Invoice (Check) ____ DB\Invoice with Budget Code

Items to be paid for:

- | | |
|---|---------------|
| <input type="checkbox"/> Food and Non-Alcoholic Beverages | Vendor: _____ |
| <input type="checkbox"/> Colgate University Department | Vendor: _____ |
| <input type="checkbox"/> Transportation Services | Vendor: _____ |
| <input type="checkbox"/> Security Services | Vendor: _____ |
| <input type="checkbox"/> Third Party Vendor Rental Fee | Vendor: _____ |

Budget Approval for Event: _____
Chapter Treasurer

Suzie Meres, Staff Accountant
Office of Fraternity & Sorority Affairs Annex