

IFC/Panhellenic Chapter Event Registration Form

This completed form must be submitted for IFC/Panhellenic at the Office of Student Development at least 7 business days prior to the event. Example: Event is Friday; registration form is due two Wednesdays prior to the event by 4:30pm.

Date of the event: _____ **Start time:** _____ **End time:** _____

Location: _____

Sponsoring Chapter(s): _____

- B.Y.O. Policy
- Third Party Vendor - *Name of Vendor:* _____
 How have you ensured they meet third party vendor criteria? (Make sure that you turn in the insurance documentation and Third Party Vendor Form) _____

DOOR MONITORS *(at least one per chapter)*

Name (print)	Signature

ROVING MONITORS *(at least 1 per every 25 guests)*

Name (print)	Signature

BARTENDERS (Distribution Monitors) *(for B.Y.O. events Only)*

Name (print)	Signature

ALTERNATES *(suggested that there be at least two alternates for each of the three monitor positions)*

Name (print)	Signature

By signing this form all monitors indicate that they have reviewed the IFC/Panhellenic Risk Management Policy, understand their duties and responsibilities, and agree to uphold all aspects of the Policy.