

GREEK SOCIAL EVENT REGISTRATION

This overview was designed as a guide to the paperwork related to the Social Event Registration Policy as part of the Risk Management Policy shared by the Interfraternity and Panhellenic Councils. Please refer to the IFC/PHA Joint Risk Management Policy for a full description of expectations for chapters hosting social events. Questions should be directed to Andrew Cleary, Greek Advisor, or to either of the Judicial Vice Presidents.

How to Register an Event

(taken directly from the Joint Risk Management Policy)

1. A Social Event Registration Form shall be completed and returned to IFC/Panhellenic Council by submitting it to the Office of Student Development by 4:30pm at least **seven business days** prior to the event (i.e. Event is Friday night; registration is due two Wednesday prior to the event by 4:30pm).
2. Section I of the Social Event Invitation List shall be completed and returned to IFC/Panhellenic Council by submitting it to the Office of Student Development at least **two business days** prior to the event. A photocopy of the list will be made and a copy will be provided to the sponsoring organization(s) for completion of Section II at the event. The fully completed list shall be returned to IFC/Panhellenic Council by submitting it to the Office of Student Development **one business day** immediately following the event.
3. For third party vendor events, the chapter must turn in the Third Party Vendor Responsibility Form and proof of insurance **one business day** prior to the event.
4. For all events, members can list a “guest” on the Invitation List provided. The “guest” will print and sign their name on Section II of the Invitation List at the time of the event.

Form	Due Date
Social Event Registration Form	7 business days prior to the event
3 rd Party Vendor Liability Form and Proof of Insurance	1 business days prior to the event
Invitation List Part I	2 business days prior to the event
Invitation List Part II	1 business day following the event

According to the IFC/PHA Joint Risk Management Policy, all forms must be downloaded and typed. All forms are available on the Office of Student Development website at www.mu.edu/osd/greek/policies.html