

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.