Security Vendor Checklist Template

When hiring professional security for events, chapters should carefully consider their needs and expectations. Hiring security can help chapters successfully manage chapter social events. Security might be private security companies or off-duty police officers. The following checklist may provide assistance when hiring security to ensure they are adequately bonded and professional.

Vendor Name (Location Name): _____

Vendor Contact Person: _____

Vendor Address: _____

Phone Number: _____ Email Address: _____

Location Address: _____ Cost Information: _____

THE VENDOR MUST:

- ☐ Be properly licensed and bonded by the appropriate local and state authority. *Attach copes of the state and local licenses to this checklist.*
- ☐ Be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance. Ideally, the certificate of insurance should name as additional insured the chapter hiring the vendor and the (inter)national organization. *Obtain a copy of the certificate of insurance.*
- ☐ Provide only security personnel who have passed a background check. If possible, utilize security personnel who have received training specific to the event type and relevant policies.
- ☐ Provide a minimum of one security personnel for every 100 guests (or more depending on (inter)national or community policy expectations for event type).
- ☐ Assume in writing all the responsibilities the security company will provide, including but not limited to:
    - Checking identification cards upon entry against guest lists
    - Managing all entrance/exit points of the venue
    - Removing disruptive guests
    - Responding to any disruptions in conjunction with local law enforcement
    - Conducting periodic sweeps of the event, parking lots, and/or other exterior areas

This form can be signed and dated by both the chapter president and the vendor.

Vendor Contact:

_____

(Print Name) *(Signature)* *(Date)*

Chapter President:

_____

(Print Name) *(Signature)* *(Date)*