Third-Party Vendor Event Planning Workbook
Colorado State University Fraternity & Sorority Life

Advance Planning

1. Do chapter members understand expectations/policies connected to third-party vendor event procedures?	Y/N

- The Fraternity Sorority Joint Policy on Risk Management can always be found on the FSL website: https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/ (along with additional harm reduction and risk management resources).
- Ensure you and your chapter are also familiar with your (inter)national risk management policy or expectations. You can utilize the Risk Management Policy Comparison Worksheet (https://fsl.colostate.edu/wp-content/uploads/sites/12/2020/10/RiskPolicyComparisonWorksheet.pdf) to understand the differences between the community policy and your (inter)national policy. You should follow whichever is stricter.
- At a high level, a few key points are important for all members of our community involved with BYOB events to understand:
    - **Follow the Law:** Regardless of any community or organization policy, members, attendees, and organizations should obey the law. For example, the drinking age is 21 in all states in the United States. Chapters do not have liquor licenses, required by law to provide alcohol, which means that all events with alcohol either need to be hosted as a BYOB or third-party vendor event and the chapter cannot provide alcohol.
    - **No Purchasing Bulk Quantities of Alcohol:** There is no fraternity/sorority policy that allows a chapter to purchase alcohol with chapter funds. Additionally, chapters cannot undertake or coordinate an effort to pool or gather funds to collectively purchase alcohol.
    - **Alcohol Should not be at Recruitment or New Member/Intake Events and Programs:** No alcohol can be present at any event that is considered a recruitment or intake activity (or an event at which the fraternity/sorority experience is being promoted to prospective members) or any activity for new or prospective members in an education or intake process.
    - **Guest Lists Required:** Chapters cannot host open parties and must have a guest list. Non-members of the organization should have a specific invitation to the event. Chapters should know who their guests are! Remember that a roster of every member of other chapters or all past attendees at events does not constitute a guest list for a specific BYOB event.
    - **Drinking Games Not Allowed:** Even if an (inter)national risk management policy does not mention drinking games or the rapid consumption of alcohol, the Joint Policy on Risk Management does. Drinking games or those activities that encourage rapid consumption of alcohol are high risk and should not occur at any chapter event with alcohol. If you need help understanding the continuum of behavior that falls under this category, check in with an Office of Fraternity & Sorority Life (OFSL) staff member or your council risk management officer.

How do we plan to educate/inform our members about policies and expectations? How have we already educated/informed our members?

2. Have we determined that this is a chapter event and needs to be registered?

It is assumed at this point that a chapter is completing this workbook because it is clear the event in question would be considered a chapter event (and alcohol will be present). However, chapters often struggle to discern what gatherings could be considered a chapter event (and, therefore, what expectations are in place surrounding the event).

The OFSL has created a resource document entitled What Constitutes a Chapter Event (https://fsl.colostate.edu/wp-content/uploads/sites/12/2020/08/What-Constitutes-a-Chapter-Event-1.pdf) to assist you in considering what events could be considered chapter events that require all chapter risk management and event planning procedures to be in place.

3. Who is responsible for registering third party vendor events?

All fraternity or sorority events at which alcohol is present can be registered at: https://fsl.colostate.edu/current-students/event-registration/.

All third-party vendor events should be registered no later than 5pm four (4) business days prior to the event (e.g., a third-party vendor event hosted on Friday/Saturday/Sunday must be registered by 5pm the Monday prior).

4. At third-party vendor events, all members and guests must be "carded" at the door to verify age. Who will be checking member and guest IDs at the door?
   - ☐ Chapter members (ideally older, initiated members)
   - ☐ New members (allowed only if other chapter members are also participating)
   - ☐ Venue security/staff
   - ☐ Private, hired security

5. How will you mark the guests, members, and new members who are of legal drinking age (i.e., 21 and over) – determined with the vendue ☐ Wristbands ☐ Specific hand stamp that is unique to the event ☐ Other (Describe):	
6. What food will be provided by the chapter? (avoid primarily salty foods) *All food and non-alcoholic beverages should be free for members and guests.*	
7. What non-alcoholic beverages will be provided by the chapter or available (for free) to attendees?	
13. Monitoring the Bar	While the venue will manage alcohol service, how will the chapter assign sober event monitors to ensure only those of legal drinking age are served alcohol and that attendees are not overserved?
	How will the "sharing" or "passing" of drinks be monitored when they are purchased from the bar? What is the accountability for those that are sharing drinks with those that are not of legal drinking age?

Event Management

1. Event Location and Layout	Where do we plan to hold our event? Have we worked with this venue before?

	Third Party Vendors include bars, restaurants, catering companies, hotels, etc. They are not individuals/members who work as bartenders. A third-party vendor should: ☐ Be licensed to sell and serve alcohol in Fort Collins/Larimer County ☐ Have a minimum $1,000,000 general liability insurance (required by many (inter)national organization policies and the CSU Fraternity & Sorority Joint Policy on Risk Management). Note that some organizations may also require the vendor to name the chapter as an additional insured and certificate holder. ☐ Agree to cash or credit per drink sales to individuals of legal drinking age (i.e., "cash bar").
	Have we secured proof of insurance from the venue (meeting all expectations related to minimum insured amount or additional insured)?
	Does our organization require us to also secure a liquor license from the venue?
	What have discussions with the venue included? Have we utilized a contract to guide these conversations and make clear our needs and expectations? Note: The Office of Fraternity & Sorority Life has a third-party vendor contract template resource available to chapters looking for an example. This is available on the Risk Management & Harm Reduction Resources Page: https://fsl.colostate.edu/wp-content/uploads/sites/79/2024/08/Third-Party-Vendor-Contract.pdf
	Where is the entrance to the event, ensuring there is just *one* entrance?

	Is the space we are using private (i.e., the event has closed to host our event exclusively or the space we are utilizing is separate from other venue attendees)? How will we ensure only our members and guests are present in the space we are using for this event?
	If the event will include outdoor space, how can we manage the boundaries to this space?

2. What is an ideal guest list size given the size of the chapter (keeping in mind guest to member ratios, venue capacity, and fire code)?

Do the math, based on attendance policy and venue capacity, what is the number of people that can be at your event?

Note: The Joint Policy on Risk Management allows for a 1:3 member to guest ratio at events (unless the organization has less than 15 members when the ratio becomes 1:6). Your own organizational risk management policy may have a smaller guest to member ratio. Ensure you know how many guests can attend your event.

Number of members and new members	How many guests per member and new member you will allow at the event (noting the approved ratio for your organization)	Total number of guests that can attend your events (total number of attendees should not exceed fire code for the venue)
	X	=

3. How will you build the guest list?
    - ☐ Spreadsheet with member sign up
    - ☐ Numbered invitations
    - ☐ Closed Facebook event
    - ☐ Other

Note: Chapters can use the event guest list template provided by the OFSL on the Risk Management & Harm Reduction Resources webpage (https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/).

Keep in mind the following guest to member ratio allowance per the Fraternity & Sorority Joint Policy on Risk Management

Chapter Size/Event Type	Maximum Guest: Member Ratio	Submission Date
<15 members	1:6	With Registration Form
>15 Members	1:3	With Registration Form

Fire codes may mandate a smaller ratio based on location size. Guest lists should track names and birthdays of all members and guests.

4. Who is "in charge" during the event (main point of contact)?

5. How many sober event monitors will you need (initially – this number may change based on event size)?

Note: There should be at least three sober event monitors at any event where alcohol is present. For events with over 50 attendees, an additional sober event monitor should be present for each additional 25 attendees.

It is recommended that sober event monitors not consume any alcohol or use any controlled substances within the six hours prior to the event as well as during the event. At least one sober event monitor should be at the door checking identification and matching IDs to the guest list. Another sober event monitor should be monitoring the bar.

The remaining sober event monitors should make sure individuals at the event follow the Fraternity & Sorority Joint Policy on Risk Management and the (inter)national organization risk management policies for their members and guests, including monitoring the condition of members/guests entering the event and member/guest behavior.

There are a variety of resources available on the FSL website to assist with sober event monitor training and management. These resources include what is listed below and can be found at https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/

- Event monitors: Roles and Responsibilities & Action Planning
- Sample Event Monitor Training
- Sample Event Monitor Agreement

6. Who will serve as sober event monitors (do not assign only new members, consider age and credibility)?

Does your organization require certain individuals/officers to serve as sober event monitors/risk team members during an event? If so, list below:

7. How will you communicate with sober event monitors/risk team members assigned to work the event?

8. How will you identify sober event monitors during the event?

9. What are the responsibilities of the sober event monitors during the event? (see note and resources above for guidance)

10. How will you deal with problematic event attendees?

11. What is your plan if there is concerning behavior?

12. How will we follow up regarding problematic behavior of members or their guests after the event?

13. An environment should be created that is compliant with standard organization and community risk management policies by ensuring the following: (discuss each item)
    - ☐ There are no tables or paraphernalia at the event that are used for or give the appearance of being for drinking games
    - ☐ There are no kegs or other common sources of alcohol (e.g., punch containers, pitchers, handles of liquor, etc.)

14. What additional steps will you take to help reduce risk and create a positive environment?
    - ☐ Stop the service of alcohol a specified amount of time before the event ends
    - ☐ Select music that is not disrespectful or degrading to a particular group of people or culture and that does not encourage high risk drinking behaviors
    - ☐ Ensure the event theme (if applicable) is appropriate and not offensive or problematic (view party theme resource at https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/)
    - ☐ Others:

15. Develop procedures for how sober event monitors/risk team members will respond to the following challenges or issues that may occur during the event:
    - ☐ Uninvited or unwanted guests show up at the event
    - ☐ Local or campus police are called to the event
    - ☐ Fighting, physical aggression, or other behaviors that could escalate or become increasingly problematic
    - ☐ Alcohol-related emergency during the event
    - ☐ Report of a crime during the event
    - ☐ Fire reported during the event

16. How will transportation be managed for this event? Do members need to meet at a central location to take part in chapter-provided transportation (if applicable)? How will members be transported home if they need to leave the event early? How will the chapter ensure that all attendees have safe ways home?

Consider if your chapter utilizes a sober/designated driver program and how you can provide sober event monitors information on safe rides, including ride shares, Ram Ride, pre-paid car services, etc. Consider what transportation options your organization requires or encourages for third-party vendor events including shuttle buses, walking, public transportation, taxis or ride shares, etc.

Post Event Wrap-Up

1. Who is responsible for closing out the event and touching base with the venue at the event's conclusion? This might include issuing payment for use of the space.

2. How will you submit the guest list after the event to the governing council?

Guest lists can be submitted after the event via the Guest List Submission Form on the FSL website at https://fsl.colostate.edu/current-students/event-registration/upload-guest-list/

3. How long will you maintain the guest list (if possible, keep all guests lists for at least six months following an event)?

4. How will you debrief the event to make any adjustments moving forward?

*Adapted from the Sigma Phi Epsilon Social Event Planning Guide