Tailgate Event Planning Workbook
Colorado State University Fraternity & Sorority Life

General Reflection:

Who in our chapter (if anyone) has experience/knowledge with tailgating?
What went well for us in previous years connected to tailgating? What needs to change?

Advance Planning

1. Have we determined where we will hold each tailgate and which games we plan to tailgate? ☐ CSU vs. UNC: Saturday, September 6, 2025, 5pm (Orange Out/Ag Day) Location: _____ ☐ CSU vs. UTSA: Saturday, September 20, 2025, TBD (determined 12 days out) Location: _____ ☐ CSU vs. Washington State: Saturday, September 27, 2025, 5:30pm Location: _____ ☐ CSU vs. Fresno State: Saturday, October 10, 2025, 7pm Location: _____ ☐ CSU vs. Hawaii: Saturday, October 18, 2025, 3pm (Homecoming & Family Weekend) Location: _____ ☐ CSU vs. UNLV: Friday, November 8, 2025, TBD (determined 12 days out) Location: _____ Will my chapter be tailgating at nearby away games?	Y/N

2. Do chapter members understand expectations/policies connected to tailgating?	Y/N
How do we plan to educate/inform our members? How have we already educated/informed our members?	
3. Who is responsible for registering tailgate events? Who is responsible for reserving on-campus space (if relevant)? All fraternity or sorority events at which alcohol is present can be registered at: https://fsl.colostate.edu/current-students/event-registration/. Registering for on-campus tailgating space should be completed by at least the Thursday prior to the game (Wednesdays for Friday night games) at: https://csurams.com/sb_output.aspx?form=1159 All BYOB events should be registered no later than 5pm two (2) business days prior to the event (e.g. BYOB event hosted on Friday/Saturday/Sunday must be registered by 5pm the Wednesday prior).	
4. 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 chapter members are also participating) ☐ Private security	
5. How will you be marking the guests, members, and new members who are of legal drinking age (i.e. 21 and over) ☐ Wristbands provided by on-campus security ☐ Specific hand stamp ☐ Other (Describe):	
Will our chapter be checking out an IFC-provided tailgating kit?	Y/N
How will the kit be maintained throughout the season? Where will it go in between tailgates?	

6. We have requested/hired security? ☐ Through our own contacts The name of the security company is: ☐ Held on campus, security not needed (skip to question 11)	Y/N
7. Is security licensed and bonded? Do we have copies of licenses?	
8. Does the security company have a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance? (centrally managed council security reservations are with a company that carries $2,000,000 general liability insurance) Do we have copies of the Certificate of Insurance?	
9. Do we have an agreement with the security company to outline responsibilities? Suggested responsibilities include: • Managing entrance/exit points of the venue • Removing guests that are disrupting the event • Preventing guests from leaving with alcohol • Responding to any disruptions that take place at the part in conjunction with local law authorities • Conduct periodic sweeps of parking lots and other exterior areas	

10. How will your chapter regulate the type of alcohol brought to and consumed at our tailgate? The F/S policy does not limit the amount of alcohol (just no hard alcohol or drinks above 15% ABV), but the (inter)national risk management policy might. Chapters should follow whichever is stricter. What does your (inter)national policy allow?

11. What food will be provided by the chapter? (avoid exclusively salty foods)

All food and non-alcoholic beverages should be free for members and guests.

12. What non-alcoholic beverages will be provided by the chapter?

13. Managing the Bar	How will you manage the service distribution center (i.e., the bar)?
	Where will the bar be located? (note: one centralized location should be established [not a member's room] for checking in and distributing alcohol)
	Who will be assigned to work the bar? ☐ Chapter members ☐ Hired third party vendor

	Suggested names of responsible chapter members that can serve as bar monitors:
	How many sober monitors will be assigned to work the bar (recommended that this not be new members)?
	How many drinks will a member or guest be permitted to take at a time? Anyone who wishes to acquire an alcoholic beverage that they brought should bring their punch card or ticket (or otherwise marked alcohol, show their wristband, and return an empty can/bottle if this is not the first request. Returning cans/bottles can also assist chapters with recycling efforts. How will your chapter appropriately recycle?
14. How will members and guests check in and collect their alcohol? ☐ Ticket system ☐ Punch card system ☐ Other (Describe):	
15. How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked into the event?	

Event Management

1. Event Layout	Where do we plan to hold our events? If on campus, what is our plan to register for a tailgate location? Y/N

	How can we ensure that the space indicating boundaries of the event are appropriately blocked off? Point of entry: _____ Several exits must be available but exits should not be used for event entry.
	What is the common space used for the purpose of our event?
	How will we ensure there isn't access to the rest of the facility (residential space), if applicable?

2. What is an ideal guest list size given the size of the chapter (keeping in mind guest to member ratios) and needs for hired security (if applicable)?

Do the math. Based on attendance policy (and knowing your membership size will change during the semester), what is the number of people that can be at 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 be in attendance at your events (total number of attendees should not exceed fire code for the venue)	Number of security required for total number of guests (if hosting event off campus)
	X	=	

3. How will you build the guest list?
    - ☐ Spreadsheet with member sign up
    - ☐ Numbered invitations
    - ☐ Closed Facebook event
    - ☐ Other (for tailgates, guest lists can be built on site if allowed by the (inter)national organization policy)

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 BYOB Form
>15 members	1:3	With BYOB Form

Guest lists should track the names of all members and guests. For tailgates, tracking entry time and exit time may be helpful. You may also want to note the amount and type of alcohol brought into the event by members and guests.

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

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

Note: There should be at least three sober monitors at any event where alcohol is present for up to the first 50 people. For events with over 50 attendees, an additional sober monitor should be present per additional 25 attendees. Sober monitors are not to consume any alcohol or use any controlled substances within the six hours prior to or during the event. At least one sober monitor should be at the door checking identification and matching IDs to the guest list. Another sober monitor should be monitoring the bar. The remaining sober monitors should be making sure individuals at the event are following 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 members/guests acting inappropriately.

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

Does your organization require certain individuals/officers to serve as sober monitors/risk team members during an event? If so, list below:
7. How will you communicate with sober monitors/risk team members assigned to work the event?
8. How will you identify sober monitors during the event (sober monitor/risk management team stickers will be provided in tailgating kits)?
9. What are the responsibilities of the sober monitors during the event? (see note above for guidance)
10. How will you deal with problematic event goers?
11. What is your plan if there is concerning behavior?
12. How will we follow up with the behavior of members after the event?
13. An environment should be created that is compliance 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 to give the appearance they are for drinking games. ☐ There are no kegs or other common sources of alcohol (e.g. punch containers, trashcans, cases, handles of liquor, etc.).
14. What additional steps will you take to help reduce risk and create a positive environment? ☐ Prohibit glass bottles (required if hosting on campus)

- ☐ Stop the service of alcohol a certain 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
- ☐ Others:

15. Develop procedures for how sober 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
    - ☐ Noise complaints are received from neighbors
    - ☐ Members or guests engage in fighting, physical aggression, or other behaviors that could escalate or become increasingly problematic
    - ☐ Alcohol-related emergencies during the event
    - ☐ Report of a crime during the event
    - ☐ Fire reported during the event

Post Event Wrap-Up

1. If in an official chapter facility: Who is responsible for ending the event and ensuring the facility is closed and alcohol is off the property? If on campus: Who is responsible for ending the event and ensuring members and guests move to the stadium? Which members are responsible for clearing and cleaning the tailgate space?

   How will you ensure alcohol is out of the facility/lot? What will you do with any leftover alcohol?

2. How can you plan for cleaning up of the space, if on campus?

3. How will you submit the guest list post-event to the governing council?

4. How long will you maintain the guest list (if possible, keep all guests lists for at least six months following an event)?
5. How will you debrief the event to make any adjustments moving forward?