Co-Sponsored Event Planning Guide
Colorado State University Fraternity & Sorority Life

Utilize other event planning workbooks based on event type (third party vendor, BYOB, tailgate, etc.) for specific event planning guidance. This guide enables chapters to ensure they've appropriately discussed the event they are planning with the co-sponsoring organization(s).

1. Who is the co-sponsoring organization(s)?	Note: No more than four organizations can co-sponsor an event.	
2. What is the event type?	☐ Third Party Vendor Event ☐ BYOB Event ☐ BYOB Tailgate ☐ Third Party Fundraiser	
3. Event Timing	Date and Time of Event:	Meetings or points of connection between co-sponsoring groups to plan:
4. Event Location	Venue Name and Address: Who has served as the primary contact with the venue to date?	Are there any specific venue needs or considerations to discuss prior to the event?

5. Co-Sponsoring Organization Risk Management Policy	Does the co-sponsoring organization have a risk management policy? Y/N	Have you reviewed the co-sponsoring organization's risk management policy? What are discrepancies? Do all chapter members from all organizations understand policy expectations for this event? Consider: ☐ Food and beverages provided ☐ Required transportation ☐ Event registration Note: when co-sponsoring organizations have varying risk management policies, the most restrictive should be followed. Members of all participating organizations should be notified of the risk policies in place for the event.
6. Do each of the chapters have insurance?	Y/N	
7. Event Contract	Do each of the organizations appear on all contracts for the event (if applicable)? Y/N	If not, will this be rectified so all organizations share responsibility?
8. Contacts	Who is the co-sponsoring organization's officer in charge during the event? Name: Phone:	

9. Sober Event Monitors	How many sober monitors are required of my organization (based on number of attendees)?	How many sober monitors will be provided by the co-sponsoring organization (based on their attendees)?
	How will sober monitors be identified during the event by all attendees?	What are the roles of sober monitors from all co-sponsoring chapters during the event? Consider sober event monitor educational materials on the FSL website: https://fsl.colostate.edu/resources/risk-management-harm-reduction-resources/
10. Guest List	How will we build the full guest list inclusive of all co-sponsoring organizations?	The following applies for co-sponsored events: • Third Party Vendor Events: The total number of attendees cannot exceed venue capacity. • BYOB Events: The member to guest ratio is 1:1 or 10 additional guests per chapter, whichever is larger. The total number of event attendees may not exceed 400 individuals. • Tailgate BYOB Events: the member to guest ratio is 1:1 or 10 additional guests per chapter, whichever is larger. The total number of event attendees may not exceed 400 individuals. Co-sponsored tailgate events may only occur off campus.

11. Event Registration	When is the registration due via the FSL website with the governing council(s)? Note: Third party vendor event registration is due four (4) business days prior to the event and BYOB events (including tailgates) are due two (2) business days prior to the event.	Who is submitting the registration for the co-sponsoring group? Note: Event registration forms must be correctly submitted by all co-sponsoring organizations for the event to be confirmed for any organization.
12. Post Event	How will the co-sponsoring organizations debrief the event, including a discussion of how the event went, if there is any follow up needed, and if there is any financial reconciliation required?	