

Event Registration & Submission Checklist

Bayou Oaks TownHouse Party/Mixer/Social Event Registration



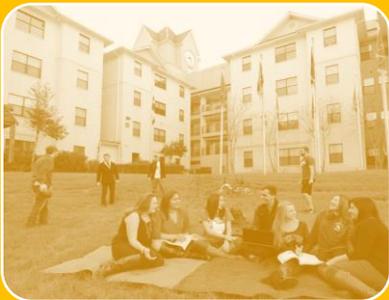
- **What does this consist of?**
 - Events Including: Socials with alcohol
- **What is required for this submission?**
 - Date and time of event
 - Alcohol distribution form
 - Security officer payment
 - Risk management policy & plan pertaining to the specific event
 - Guest list provided **5 business days prior & 24 hrs after event**
 - **15 Business day** registration submission

Bayou Oaks Off-Campus Social Events/Parties Registration



- **What does this consist of?**
 - Events including: Buses/coach transportation picking up from Bayou
- **What is required for this submission?**
 - Number of buses coming to Bayou
 - Date and time of event
 - Time of arrival/departure of buses
 - Bus company info (name & contact info)

Bayou Oaks Special Event Registration



- **What does this consist of?**
 - Any event occurring within Bayou that doesn't contain alcohol (i.e. Socials without alcohol, excursions, pre-formal gatherings, Philanthropy, Programming, Large Scale Events, etc.)
- **What is required for this submission?**
 - Date/Time of the Event
 - Risk Management Plan

Event Registration & Submission Checklist

✦ Bayou Oaks Townhouse Party/Mixer/Social Event Registration

- Will the submission meet the **15 business day policy expectation?**
- Is there a past due balance owed to University Housing?
 - If so, this will need to be paid before you register.
- Is the social projected to occur on an approved day (Thursday, Friday, or Saturday)?
 - This should not occur the first week of classes, move-in/out, winter/spring break, finals, frontier fiesta
- Does the projected # of people meet fire code standards in relation to the occupancy of your Townhouse
- Have you defined the risks pertaining to the event & how to combat these risks as a chapter
 - Does this align with FIPG policy?
- Have you defined if this is a BYOB event or if a 3rd party will be distributing alcohol?
- Have you answered/completed all questions within the [Alcohol Distribution Form](#)
- Does the information within the Alcohol Distribution form align with the Event Registration Form? (Event Details, Risk Management endeavors at the event, # of people, way of confirming age, etc.)
- In your risk management plan/alcohol distribution form, does the distribution of alcohol stop one 1 hr before the before the event end time?
- Did you get a confirmation of the event being approved?
 - If this was not recieved, you cannot have the event
- Did you complete & turn in the the guest list **form 5 business days** prior to the scheduled approved event
- Did you turn in a guest list **24 hrs** after the event?

✦ Bayou Oaks Off-Campus Social Events/Parties Registration

- Will the submission meet the **15 business day policy expectation?**
- Is there a past due balance owed to University Housing?
 - If so, this will need to be paid before you reigister.
- Do you have the contact info for the specified bus company?
- Have you established how many buses are needed for the event?
 - This cannot exceed 4 buses
- What time will there be for bus pick-up/drop off?

✦ Bayou Oaks Special Event Registration

- Will the submission meet the **15 business day policy expectation?**
- Is there a past due balance owed to University Housing?
 - If so, this will need to be paid before you register.
- Does the projected # of people meet fire code standards in relation to the occupancy of your townhouse?
- Have you defined the risks pertaining to the event & how to combat these risks as a chapter?
 - Did you recieve confirmation that your could have the event
 - If not, you cannot host the event in Bayou

Terminology

- **Business Day**
 - Monday- Friday from 8-5pm when the university is open.
- **FIPG (Fraternity Insurance Purchasing Group)**
 - The Risk Management Policy of FIPG, Inc. includes the provisions, which should be followed and shall apply to all fraternity entities and all levels of fraternity membership.
- **Past Due Balance**
 - Any balance owed to University Housing that exceeds its specified due date communicated
- **BYOB**
 - Bring Your Own Beverage: Guests are providing their own alcoholic beverage to the event to be served & monitored by hosting chapter. BYOB should abide by FIPG policy.
- **Confirmation**
 - An email/approval stating that your event is approved. This should be through email and/or get involved
- **Social Event**
 - Any event that involves the opening up of your townhouse to an outside party beyond that of your active chapter/alumni.