

SOCIAL FUNCTION CHECKLIST

Adapt as necessary for your chapter's circumstances and venue

Prior to the event

- Determine the time, date, and location of the event.
- Check the university/college calendar for conflicts.
- Register the event with the university/college per applicable policies.
- Register the event with the local city/county/community if applicable.
- Arrange for special event insurance if necessary, contact Willis/HRH, 60 days in advance.
- Arrange to have owner's of property listed as additionally insured if necessary, contact Willis/HRH.
- Determine an appropriate theme for the event.
- Arrange for entertainment.
- Notify your advisors of the event.
- Notify your neighbor(s) of the event.
- Review the applicable policies and procedures with members.
- Explain to the chapter that no one can be allowed into the social function unless they are on the guest list per the KAORMP. Set a deadline for guest names to be submitted.
- Hire security guards.
- Make arrangements to have safe transportation available.
- Make arrangements to have sober event monitors.
- Make arrangements for clean-up following the event or the next day.
- Check the outside lighting.

The day of the event

- Clean the house and make sure there are no hazardous items in the venue.
- Clean all bathrooms and ensure that each has the proper amount of toilet tissue, soap, and paper towels.
- Get food and non-alcoholic beverages for the event.
- Lock any rooms that should have restricted access.
- Limit entrances/exits to the social function to those which will be monitored.
- Block the driveway or the road in front of the house or venue to allow entrance and exit for emergency vehicles.
- Make sure there are more than enough garbage cans and trash bags available.
- Provide a guest list to those in charge of the entrance(s)/exit(s).
- Ensure that emergency numbers and emergency exit plans are properly displayed and available.
- Distribute copies of the chapter's crisis management plan to sober event monitors.
- Replenish the chapter's first aid kit(s).
- Ensure that all smoke detectors and fire extinguishers are in working order.
- Double check the safety of the walkways to the event.