

of points: _____

+/- points: _____

Social Event Registration Form
DUE AT NOON ON THURSDAY THE WEEK PRIOR TO THE EVENT

Emailed: _____

Blackboard: _____

ORGANIZATION 1: _____ **ORGANIZATION 2:** _____ **ORGANIZATION 3:** _____

Date: _____ **Day:** Sun Mon Tues Wed Thurs Fri Sat **Start time:** _____ **End time:** _____

Location of Event: _____
(Include name of venue, address, city, & zip)

Description of Event: _____
(Include theme title, costumes, and music)

Officer in Charge of Event: _____
Name Phone (during event)

of Guests: _____ **Mode of Transportation:** () Bus* () Personal Vehicles () Walking

****If more than 1 organization sponsoring: the guest list is limited to 1 guest per member of each organization or 400 people total, whichever is higher.***

***Bus Company & Phone # :** _____ **# of Buses:** _____

Alcohol: () Alcohol Free () Licensed Bar tender and cash bar (through registered venue above or verified caterer) (off-campus events only)

Guests: () Members Only () Members & Guests () Open to Campus Community (*alcohol free events only*)

The following information is for events WITH ALCOHOL only.

GUEST LIST MUST BE ON FILE BY THE DATE SET BY SERC _____ Guest List (include full name as appears on DL)
(Please Initial your acknowledgement)

Please ensure all information below is on file BY THE DATE SET BY SERC:

_____ Venue Safety Addendum
(Please Initial your acknowledgement)

_____ Venue Liability Insurance
(Please Initial your acknowledgement)

_____ Venue Contract
(Please Initial your acknowledgement)

Please ensure that the following policies are adhered to (please initial that you understand and will abide by these policies):

_____ Carding at the Door by 3rd Party Security (Drivers' License or Government issued ID)
(Please Initial your acknowledgement)

_____ Alcohol can only be available via cash bar and the organization or its members may not sponsor open tabs (no BYOB)
(Please Initial your acknowledgement)

_____ Non-alcoholic beverages and non-salty food will be provided for all guests
(Please Initial your acknowledgement)

_____ Event may not exceed 400 people or the maximum size of the venue (whichever is smaller)
(Please Initial your acknowledgement)

By signing below, on behalf of my organization, I understand and will ensure my organization follows all policies of SMU our chapter & appropriate governing council.

Print President's Name & Organization President's Signature Phone #

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