

SIGMA NU  
FRATERNITY, INC.



# **SOCIAL PLANNING GUIDE FOR SOCIAL DISTANCING**

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**RISK REDUCTION BASICS AND  
MAKING THEM WORK FOR YOUR CHAPTER**

## WHY IS THIS GUIDE NECESSARY?

Sigma Nu Fraternity is a values-based organization focused on building brotherhood through ethical leadership development, personal growth, academic achievement, honor, and excellence. Sigma Nu members are prepared to lead society through their educational, fraternal, and social interactions and experiences. The Fraternity believes that misuse of alcohol keeps its members from realizing their full potential and exemplifying these values.

You and your chapter membership make choices every day. When it comes to social events your responsibility to and for the brotherhood and its guests is immense. The Fraternity aims to provide you with the resources and support to socialize in a safe and responsible manner. This guide will help you to plan social events that are both enjoyable and safe.

## HOW SHOULD I USE THIS GUIDE?

Start with section one, **The Basics**. This section contains the basic information we all need to understand before planning the next social event. If you can't agree with the guidelines and information in that section, talk with your Chapter Advisor, Division Commander, or Leadership Consultant about Sigma Nu's beliefs about risk management. We are men of honor and as such are called to follow the law and act as responsible citizens and campus role models.

Once you understand The Basics, move on to section two, **How It Works**. This section digs deeper into the how of the BIG picture guidelines. How it Works will help you analyze the various sections of the *Risk Reduction Policy* and how it impacts the way you plan events. This section also addresses basic questions about how the policy will work on your campus.

This part of the guide includes worksheets to guide you in making sound [and safer] decisions when planning events. The worksheets are not comprehensive, and do not need to be turned in or approved by the General Fraternity. They are tools to help you make each facet of your event safer for everyone who attends. The worksheets focus on the questions you and your chapter need to ask in the event-planning phase to assist in addressing the major areas of risk and to provide a safe and values-congruent environment.

## THIS IS A GREAT START, BUT WHAT OTHER RESOURCES EXIST?

The Fraternity maintains several resources on risk reduction, chapter and member safety, and social events. The main resource hubs on [www.sigmanu.org](http://www.sigmanu.org) are the **Risk Reduction** section and the officer resource pages for the **Risk Reduction Chairman** and **Social Chairman**. Each of these includes multiple resources on risk reduction, crisis management, policy, insurance, event planning, and more.

## WHO SHOULD I CONTACT IF I HAVE QUESTIONS?

[Contact info is from \_\_\_\_\_ ]

Chapter Advisor	Name:	Phone #:	Email:
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Division Commander	Name:	Phone #:	Email:
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Leadership Consultant	Name:	Phone #:	Email:
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Fraternity/Sorority Life Advisor	Name:	Phone #:	Email:
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Director of Health and Safety	Name:	Phone #:	Email:
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After hours emergency	(540) 463-1869 [press 9 to report an incident]	<a href="mailto:headquarters@sigmanu.org">headquarters@sigmanu.org</a>	<a href="#">Online Incident Report Form</a>
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Resource adapted from Pi Kappa Phi’s *Social Planning Guide*.

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Lexington, Virginia 24450

# THE BASICS

This is a review of the basic rules of the *Risk Reduction Policy*. They do not require a checklist, only a commitment by your chapter to creating a safe, values-congruent environment. This listing is not the Fraternity's entire policy – it is only a list of the basics that should be on your mind EVERY time you plan or attend a chapter event.

## CAN WE HAVE ALCOHOL AT OUR EVENTS?

**1** *The chapter, members, and guests comply with all federal, state, and local laws as well as the rules and regulations of the host institution, the policies of Sigma Nu Fraternity, Inc., and The Law of Sigma Nu Fraternity, Inc.*

*No chapter members, collectively or individually, purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal “drinking age”).*

### DON'T BREAK THE LAW

The drinking age is 21 in all states, and anyone (brother, candidate, guest) who consumes alcohol underage runs the risk of facing appropriate consequences.

If you want to have alcohol at your event, you have two options:

- 1. BYOB** – Bring Your Own (Alcoholic) Beverage – each person of legal drinking age provides their own alcohol for personal consumption. The *Risk Reduction Policy* prohibits alcohol above 15% alcohol-by-volume (ABV) at a BYOB event.
- 2. Third Party Vendor** – the chapter hires a licensed and insured third party to sell alcohol to guests on a per-drink basis.

Both options are discussed later in this guide. For now, keep in mind that the chapter does not have

a liquor license and therefore cannot provide alcohol.

**2** *No alcoholic beverages are purchased through the chapter treasury nor is the purchase of same for members or guests undertaken or coordinated by any member in the name of or on behalf of the chapter.*

*No chapter members provide alcoholic beverages to members or guests by selling tickets or cups, by charging admission fees, by taking up a collection (“passing the hat”), or by using any other direct or indirect means of collecting monies from persons attending chapter events.*

### WE DON'T BUY OR PROVIDE ALCOHOL FOR ANYONE

The Fraternity is not a tavern, bar, or nightclub. You don't have a liquor license, and you shouldn't pretend otherwise. The chapter and its members should not collect funds in any form – from dues, a “social fund,” by taking up a spontaneous collection, or “passing the hat” – to purchase alcohol. Having bulk quantities of alcohol only encourages binge drinking and puts you at greater risk for liability. Both can lead to alcohol poisoning, slips and falls, death, and other injuries.

Kegs, cases, punchbowls, handles, and other mass quantities of alcohol spell BIG trouble.

**3** *Any activity involving drinking games or the rapid consumption of alcoholic beverages at any chapter event or on chapter premises is prohibited.*

### NO DRINKING GAMES

When consumed legally and responsibly, alcohol can be a fine addition to a social event; however, alcohol should never be THE event. Using alcohol as a punishment, reward, or as the focus of any social gathering or activity is contrary to the values-congruent environment the chapter should be committed to creating for each and every event.

## WHO CAN ATTEND?

**4** Attendance by non-members at any chapter event where alcoholic beverages are present is by invitation only. The safety and welfare of each guest is an assumed responsibility of the individual member who invited said guest. A list of the name of each member and invited guest is maintained and monitored at the entry to the event. Attendance lists are maintained on file after the event for a minimum of two years.

### ALWAYS USE A GUEST LIST

Exclusivity is part of the appeal of going to a private “party” as opposed to frequenting a public establishment such as a bar or bowling alley. As we’ve said before, the chapter is not a bar or nightclub. In order to reduce risk and promote a safe environment, know your guests. The campus yearbook, directory, or Facebook friend lists do not constitute a guest list.

*At all events where alcoholic beverages are present, the maximum guest-to-member ratio does not exceed 2:1 (two guests per one chapter member). The maximum number of allowable guests does not exceed local fire or building code capacity of the chapter premises or venue. Any change in the guest-to-member ratio is first pre-approved by the host institution and,*

*subsequently, discussed with Sigma Nu Fraternity, Inc. staff prior to the event.*

Events with alcohol should follow a strict 2:1 overall guest-to-member ratio. Using this ratio not only keeps social events at a reasonable size but increases guest and member safety by ensuring that every guest can be accounted for by at least one chapter member. Who wants a bunch of people at their party that no one in the chapter knows (where they came from, what they are capable of, what their intentions might be)? Not us.

**5** *At any and all chapter events where the legal consumption of alcoholic beverages is permitted, non-alcoholic beverages and food are available. At such events, individuals trained by the institution, who commit themselves not to consume alcoholic beverages or illegal or controlled substances, are appointed or hired to be on duty at all exits in order to check the sobriety level of invited people arriving and leaving chapter events, and to deter uninvited people and/or intoxicated guests from entering.*

*If the condition of any member or guest raises any concerns for his or her safety, call 911. If any member or guest appears to be even slightly*

*intoxicated at any chapter event, the chapter members escort said member from the event. The chapter does all that is reasonable to prevent intoxicated persons from driving automobiles and from walking themselves home; rather, such persons are escorted or accompanied by a responsible individual who has not consumed alcoholic beverages or any illegal or controlled substance.*

### THE SAFETY OF OUR MEMBERS AND GUESTS IS OUR #1 PRIORITY

There should be no safer place on your campus than the chapter home. A place where you feel at home (including your guests), where you have a sense of family, where we take care of and protect one another. Don’t ruin that atmosphere by putting your members or guests in jeopardy. Hopefully it doesn’t ever get to that point, but if it does...**Don’t Play Doctor**...if things get out of hand or if you have concerns, call for help.

## WHERE?

**6** *The chapter may rent a venue to host a chapter event; however, the chapter does not co-host or co-sponsor an event with a bar, event promoter, or alcoholic beverage distributor.*

### **NO CO-SPONSORING WITH DISTRIBUTORS OR BARS**

The chapter is equally liable for an event it would co-sponsor with a distributor/tavern where alcohol is present, given away, or sold to those present, even if the event didn't take place at the bar.

**7** *The chapter does not co-sponsor or co-finance an event where alcoholic beverages are purchased by any of the host chapters, groups, or organizations.*

### **ALL OR NOTHING**

Co-sponsoring or co-financing an event with another group means sharing the liability for an incident. Even if your chapter was following every guideline, when you share an event with another organization their actions ultimately affect the chapter.

## RECRUITMENT & CANDIDATES

**8** *The chapter does not serve, or permit the use, possession, or consumption of alcoholic beverages at chapter recruitment events.*

### **Recruitment is ALWAYS Dry**

We don't need alcohol to recruit. If the chapter can't get the kind of men that it wants without the use of alcohol then it should re-examine the chapter experience being provided and sold to potential members, and; if a potential new member needs alcohol to be interested in joining, he is not the type of man we want for our chapter. If alcohol is the main or only selling point the chapter has to offer then there are larger issues that need to be addressed.

**9** *No alcoholic beverages are served to, provided for, or purchased for any candidate or initiated member in connection with any aspects of the candidate education program.*

### **No Alcohol in the Candidate Program**

Just like above, there cannot be any alcohol involved in the development of Sigma Nu candidates for initiation, even if the candidate is of legal drinking age. This includes bid night and any big brother activities, which, when combined with alcohol, become some of the riskiest events of the year. Most of your candidates are under the legal drinking age to begin with, so this isn't just an issue of breaking the law but also increasing risk and liability for the chapter. When it comes to candidate education, alcohol cannot be involved.

## OBVIOUSLY...

**10** *No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances at any chapter event or while on chapter premises.*

### **No Illegal Drugs**

This one is plain and simple. There is zero-tolerance for chapters who have illegal substances at chapter events or on chapter premises.

**Q?** *We have an idea for an event that doesn't quite match up with the policy. What are our options?*

It's not uncommon for a chapter to request specific permission to conduct an event that may exceed the guest-to-member ratio, involve more than one other male organization, or are otherwise outside the norm. The General Fraternity is willing to work with you to make sure that your event is safe and covered under the Fraternity's insurance policy. If you want to discuss a non-standard event please review and complete the [\*\*Special Event Request Form\*\*](#) and contact our office. Advance notice is necessary to work through the planning and specifics of your event. Please allow at least four weeks to ensure your event does not have to be cancelled due to insurance or other concerns.

# HOW IT WORKS

The remainder of this guide includes a breakdown for applying the common-sense guidelines discussed above. While this guide takes you step-by-step through the basics, chapters should regularly familiarize themselves with the full [Risk Reduction Policy](#).

At minimum, the chapter should conduct a thorough review of the full policy each semester. Chapter officers and advisors should verify completion of that chapter review and certify its understanding and intent to comply with the policy by completing and sending the [Risk Reduction Affidavit](#) to the General Fraternity at the start of each academic term (i.e. semester or quarter).

## WHAT'S COVERED IN THE REST OF THIS GUIDE?

- Chapter event, chapter premises, or not?
- Making BYOB events work
- Planning a third party vendor event
- Building a guest list
- Making co-hosted or sponsored events work
- Working the door of an event

Each section includes a checklist, worksheet, or examples you can use to plan and execute your event. If you run into issues that are not covered by the Social Planning Guide or want to plan an event that doesn't quite match up with the policy, please contact the General Fraternity office to discuss. It's not uncommon for a chapter to request specific permission to conduct an event that may exceed the guest-to-member ratio, involve more than one other male organization, or is otherwise outside the normal guidelines. The General Fraternity is willing to work with you to make sure your event is safe and covered under the Fraternity's insurance policy. If you want to discuss a non-standard event please review and complete the [Special Event Request Form](#) and contact our office. Advance notice is necessary to work through the planning and specifics of your event. Please allow at least four weeks to ensure your event does not have to be cancelled due to insurance or other concerns.

Still have questions? Give us a call, (540) 463-1869.

Like every chapter, every campus is different.  
While we all need to follow the same laws and policies, each chapter has their own challenges to face.

## HOW DO YOU DETERMINE IF IT IS A CHAPTER EVENT OR OCCURRED ON “CHAPTER PREMISES”?

Do you have a chapter house or a university-provided meeting space? If so, every event you host there is likely a chapter event.

Do you have an on or off-campus location where you traditionally hold events? If so, events you host there would likely be considered a chapter event.

Where does your chapter host most of its social events where alcohol is present? \_\_\_\_\_

### Would an observer associate the event with Sigma Nu?

If you can answer YES to any of these questions, the event might be associated with Sigma Nu:

Is the event listed/advertised on the chapter website?

Is the event listed on the chapter calendar?

Will the event be announced at a chapter meeting?

Will the event be announced over a chapter GroupMe/forum/email?

Will any chapter officers be present?

Do online invitations/guest lists refer to ΣN  
or exist on a ΣN site? [e.g. Facebook events]

Will chapter funds be used to put on or advertise the event?

Will the event be registered by the chapter with the university?

### How does your chapter run social events where alcohol is present?

#### **BYOB [BRING YOUR OWN BEVERAGE]**

Everyone brings their own alcohol, including members, guests, and alumni.

If your events are BYOB, use the BYOB [worksheet](#) to help plan your next event.

#### **THIRD PARTY VENDOR**

Contract with a licensed and insured establishment to provide a cash bar and/or a licensed location to host your event.

If your events use a third party vendor, use the Third Party Vendor [worksheet](#) to help plan your next event.



**Here’s what the *Risk Reduction Policy* says.**

*No alcoholic beverages are purchased through the chapter treasury nor is the purchase of same for members or guests undertaken or coordinated by any member in the name of or on behalf of the chapter.*

*No chapter members provide alcoholic beverages to members or guests by selling tickets or cups, by charging admission fees, by taking up a collection (“passing the hat”), or by using any other direct or indirect means of collecting monies from persons attending chapter events.*

*No common sources of alcoholic beverages, including kegs, and other bulk quantities, unless provided and sold on a per-drink basis by a licensed and insured third party vendor.*

**What does it mean?**

No funds collected by the chapter in any form, including “passing the hat,” can be used for the purchase of alcohol. We are not a bar, so we should not be in the business of providing alcohol to anyone. When we do, or allow alcohol to be present in bulk quantities at our events, we take on serious risk – in the form of safety to our members/guests and liability for the whole chapter. On today’s college campus, a bulk quantity of alcohol – kegs, cases, etc. – translates to most observers as an opportunity to binge drink, a behavior that creates the risk of alcohol poisoning, injuries, and even death.

**Why is this important?**

Kegs have no place at Sigma Nu events and we will not provide alcohol for the people at our parties. Kegs and other bulk quantities of alcohol have not been allowed at Sigma Nu social events for over 30 years.

**Give me an example of how this works.**

If there is going to be alcohol at your events then you only have two options.

***BYOB (Bring Your Own Beverage/Beer)***

All your guests that are of legal drinking age will be invited to bring their own alcoholic beverages to the door and check in at the bar the chapter has set up for the event. Alcoholic beverages must be below 15% alcohol by volume.<sup>1</sup> Throughout the social event each guest can claim one of their beverages at a time from the bar and consume it at the party.

***Third Party Vendor***

Your chapter contracts with a bar, restaurant, or caterer, to provide a cash bar at your social event. Your members and guests of legal drinking age will be able to purchase individual drinks from the bar to consume at the social event. Sometimes you may also use the Third Party Vendor’s facility to host your event.

**Q? What is the toughest part of this rule to follow on your campus?**

<sup>1</sup> Per the *Risk Reduction Policy*, alcoholic beverages above 15% alcohol by volume is prohibited on chapter premises and at chapter events, except when served by a licensed and insured third party vendor.

Like every chapter, every campus is different.

While we all need to follow the same laws and policies, each chapter has their own challenges to face.

## MAKING BYOB EVENTS WORK ON YOUR CAMPUS

Answer these questions as you develop your plan for hosting a BYOB event:

**1. Are there any campus policies that deal with BYOB events?**

What do those policies say? [Do they require a particular check-in procedure, limit the number of drinks a guest can bring, mandate special training for those working the bar area, etc.]

**2. All guests must have their ID checked at the door to verify their age. How are you marking guests and members of legal drinking age?**

- Wristbands that have been dated and marked for the event
- Specific hand stamp that is unique to the event

**3. How many drinks will you allow each person of drinking age to bring to the social event?**

**Beer:** # \_\_\_\_\_ **Wine Coolers:** # \_\_\_\_\_

*Keep in mind what would be reasonable for one person to consume over the duration of the event. The more someone drinks, the more likely something negative may happen.*

**4. How will you check in beverages at the door?**

**TICKET SYSTEM**

Each guest is given one ticket per beer/drink they check in at the door

The tickets are personalized with the type of drink the guest brought [e.g. Miller Lite, Bud Light, etc.]

The name of the attendee is written on their tickets

The guest's drinks are delivered to the central bar area by a member who is working the social event

The guest redeems tickets [one at a time] for their drinks at the bar

**PUNCH CARD SYSTEM**

Each guest is given one punch card which has a mark for each beer/drink they check in at the door

The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Bud Light, etc.]

The name of the attendee is on the punch card

The guest's drinks are delivered to the central bar area by a member who is working the social event

The guest's card is punched at the bar each time they claim one of the drinks they brought

**5. How will you monitor that members and guests are only drinking the alcohol that they brought and checked in at the social event?**

**6. Have you run the numbers and checked the doors?**

How many entrances will there be? \_\_\_\_\_

[It is safest to only have ONE; however, you should have MULTIPLE emergency exits]

How many sober monitors will you have? \_\_\_\_\_

[You should plan for at least one per 10-15 guests]

How many people are on the guest list? \_\_\_\_\_

[Two guests per member is the max permitted by the *Policy*]

Like every chapter, every campus is different.

While we all need to follow the same laws and policies, each chapter has their own challenges to face.

## PLANNING A THIRD PARTY VENDOR EVENT ON YOUR CAMPUS

Answer these questions as you develop your plan for hosting a Third Party Vendor event:

**1. Are there any campus policies that deal with Third Party Vendors?**

What do these policies say? [Do they require a particular amount of insurance, limit the number of guests, limit the number of drinks purchased per guest, etc.]

**2. Have you read your chapter's contract with the Third Party Vendor? What are the terms of the contract?**

Some Third Party Vendors are not familiar with our specific policies and may include sections in their contracts or packages that violate our rules [and thus, may invalidate our insurance coverage]. Are any of the following included in the contract or plan provided by the Third Party Vendor?

[All of these examples would be violations of Sigma Nu's *Risk Reduction Policy*, so if you answer "Yes", you need to remove that section of the agreement before using the Third Party Vendor. If you ever have questions or concerns about a contract, please contact the Fraternity.]

- Room rental fee includes a drink special for your group
- Third Party Vendor fee includes a set amount of free alcohol [e.g. X free pitchers, well drinks, or tickets for the group or per member]
- Third Party Vendor requires a specific revenue number to be met (\$ amount in sales for the event)
- Third Party Vendor provides free drinks for officers, organizers, or specials for the female guests

**3. All guests must have their identification checked at the door [and again at the time of purchase] to verify their age. Who is handling this at the door? [the vendor should handle this at the point of sale]**

- The Third Party Vendor [recommended]
- The chapter has hired a security company
- The chapter is handling age verification at the door

**4. All Third Party Vendors need to meet some minimum requirements. You MUST be able to check all of the boxes below for the vendor you plan to use.**

- Is the Third Party Vendor licensed to sell alcohol in your state, county, and/or city?
- Does the Third Party Vendor have insurance? How much are they insured for? \$\_\_\_\_\_ [at least \$1 million is recommended]
- Will the event have a cash bar? [open bars are ALWAYS prohibited]
- Will the Third Party Vendor handle the process of checking IDs at the time of EVERY drink purchase?

**5. Have you run the numbers and checked the doors?**

How many entrances will there be to the event? \_\_\_\_\_

[It is safest to only have ONE; however, you should have MULTIPLE emergency exits]

How many sober monitors will you have at the event? \_\_\_\_\_

[You should plan for at least one per 10-15 guests]

How many people are on the guest list? \_\_\_\_\_

[Two guests per member is the max permitted by the *Risk Reduction Policy*]

# THIRD PARTY VENDOR CHECKLIST

Use this checklist when hiring a third party vendor to serve alcohol at your events.

## The vendor MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the event is to be held. *Attach copies of state and local licenses to this checklist for verification.*
2. Be properly insured with a minimum of one million dollars (\$1,000,000) of general liability insurance.
  - a. Obtain a completed certificate of insurance from the vendor. This certificate should be prepared by the vendor's insurance provider.
  - b. The certificate of insurance shows evidence that the vendor has, as part of their coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."
  - c. The certificate of insurance must name the local chapter of the fraternity hiring the vendor (your chapter) AND the national fraternity (Sigma Nu Fraternity, Inc.) as an "additional insured" for the event.
3. Agree in writing to cash sales only, collected by the vendor, during the event.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business. This should include, but is not limited to:
  - a. Checking identification upon entry
  - b. Not serving minors
  - c. Not serving individuals who appear to be intoxicated
  - d. Maintaining absolute control of ALL alcoholic containers present
  - e. Collecting all remaining alcohol at the end of the event (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the chapter)
  - f. Removing all alcohol from the premises
5. Attach the written agreement, signed, and dated by the chapter Commander and vendor stipulating to the items required in numbers 3 and 4 above.

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Chapter Commander's Signature & Date

---

Vendor's Signature/Company & Date

**Here's what the *Risk Reduction Policy* says.**

*Attendance by non-members at any chapter event where alcoholic beverages are present is by invitation only. The safety and welfare of each guest is an assumed responsibility of the individual member who invited said guest. A list of the name of each member and invited guest is maintained and monitored at the entry to the event. Attendance lists are maintained on file after the event for a minimum of two years.*

**What does it mean?**

OPEN PARTIES – meaning those with unrestricted access by non-members of the Fraternity, without specific invitation, where alcohol is present – are PROHIBITED. Events with alcohol on the premises must have a guest list and non-members of the Fraternity must have specific invitations. The chapter must know who its guests are. (The social chairman's Facebook friends, the campus directory, or the Greek Life roster are not acceptable guest lists). Sigma Nu's policy indicates that events with alcohol must not exceed two guests per member.

**Why is this important?**

Every NIC fraternity, or IFC fraternity on your campus, has this same rule or a version of it in their risk management policy.

It may take some effort to put this guideline into practice, but when problems arise at a chapter event they are usually caused by someone you don't know or who shouldn't have been there to begin with. You can safeguard your chapter and guests by putting in the time to plan for the right people to be at your event and by knowing what to do when uninvited guests show up.

**Give me an example of how this works.**

Sigma Nu's *Risk Reduction Policy* indicates that each chapter member – initiate and candidate – can invite up to two guests to each social event. There are two acceptable ways to make sure that you know who your guests are.

***GUEST LIST***

Guest lists are a simple tool to make it easier for your chapter to manage who is welcome at a specific event. Sigma Nu's *Risk Reduction Policy* suggests that each member – initiate and candidate – invite two non-members to the event and put their names on a list. This guest list should be finalized at least 24 hours prior to the event, needs to be available at the door during the event, and should be kept on file by the chapter following the event.

***SPECIFIC NUMBERED INVITATIONS***

If you prefer not to run a list system, your chapter can produce specific numbered invitations that can be given to attendees. These invitations make it easy to track who is invited when they show up. No invitation, no entrance. If the chapter uses this system it should also be coupled with a sign-in sheet at the door where the guest provides their name, invitation number, and the name of the member that invited them. Sort these by chapter member so that you can keep a record of the 2:1 guest-to-member ratio. The sign-in sheet should be maintained at the door during the event and kept on file by the chapter following the event.



What is the toughest part of this rule to follow on your campus?

Like every chapter, every campus is different. While we all need to follow the same laws and policies, each chapter has their own challenges to face. Remember, no matter the format you use, the *Risk Reduction Policy* indicates two invites per member.

## BUILDING A GUEST LIST

Using a guest list can be easy if you set up a system.

- First, do the math. According to the *Risk Reduction Policy*, your chapter can host two guests per member at your events.

How many members  
– initiates and candidates –  
do you plan to have at the event?

X

The Fraternity’s *Risk Reduction Policy* allows for TWO guests per member.

=

This is the number of total  
guests you can invite to  
your social event.

- Second, figure out who will keep track of the guest list. Here are two options:

**Option 1:** Post a list on the chapter bulletin board in the house, or online. Each member’s name – initiate and candidate – should be on the list next to two blanks. This can also be done online, through invitations on Facebook or other social websites. Remember, no matter the format, the limit is still TWO guests per member. Finalize the list at least 24 hours in advance of the event and print it out so it can easily be read at the door. Include a check-in and check-out time on the complete list so you can keep track of who is actually inside the event at all times. This will also serve the chapter as a record following the event of which guests attended, when they arrived, and when they departed. Remember, this final check-in/out list should be kept for two years following the event.

**Option 2:** Distribute two NUMBERED invitations to each member to distribute to his guests. These invitations should be printed professionally, or otherwise made in a way that cannot be easily copied. Tickets cannot be sold or traded.

Keep a list with each member’s name on it and then numbers of the invitations they were given.

On the night of the event, keep the sign-in sheet at the door, and write the name of each guest next to the invite/member number as they turn in their numbered invitation. Include a check-in and check-out time on the complete list so you can keep track of who is actually inside the event at all times. This will also serve the chapter as a record following the event of which guests attended, when they arrived, and when they departed. This list should be kept for two years following the event.

Member Name	Guest Name
Joe Smith Senior	_____
	_____
John James Candidate	_____
	_____

**The men of Sigma Nu  
invite you to a social gathering at  
Hopkin’s Green [1869 College Ave.]**

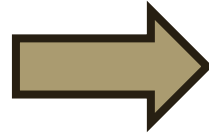
**Friday, September 2<sup>nd</sup>  
10:00 PM – 2:00 AM**

**IDs WILL BE CHECKED AT THE DOOR**

#055

## WHAT WILL THE GUEST LIST LOOK LIKE?

Here's a sample of a full guest list, including the sign in/out sections you would include in the final version at the door. When creating the original list you could work with just the first two columns.

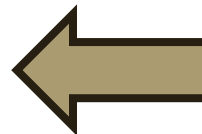


Member Name	Guest Name (Print)	Time In/Sign	Out/Sign
Norwood Rand	#001 _____	_____	_____
	#002 _____	_____	_____
Lewis Jervey	#003 _____	_____	_____
	#004 _____	_____	_____
Charles Boykin	#005 _____	_____	_____
	#006 _____	_____	_____
Elliott Burwell	#007 _____	_____	_____
	#008 _____	_____	_____
John Myrick	#009 _____	_____	_____
	#010 _____	_____	_____
Lafayette Rodes	#011 _____	_____	_____
	#012 _____	_____	_____
George Tayloe	#013 _____	_____	_____
	#014 _____	_____	_____
Henry Ward	#015 _____	_____	_____
	#016 _____	_____	_____
Edward Arthur	#017 _____	_____	_____
	#018 _____	_____	_____
Linton Buck	#019 _____	_____	_____
	#020 _____	_____	_____

Member Name	Guest Name	Time In/Sign	Out/Sign
Norwood Rand	<b><u>Cora Bollinger</u></b>	_____	_____
	<b><u>John Carmichael</u></b>	_____	_____
Lewis Jervey	<b><u>William Davidson</u></b>	_____	_____
	<b><u>Alice Bruner</u></b>	_____	_____
Charles Boykin	<b><u>Almira Cheney</u></b>	_____	_____
	<b><u>Joseph Franklin</u></b>	_____	_____
Elliott Burwell	<b><u>Frances Cheney</u></b>	_____	_____
	<b><u>Edwin Gott</u></b>	_____	_____
John Myrick	<b><u>Bertha Evans</u></b>	_____	_____
Lafayette Rodes	<b><u>John Hopson</u></b>	_____	_____
	<b><u>Eliza Everton</u></b>	_____	_____
George Tayloe	<b><u>Julia Foster</u></b>	_____	_____
	<b><u>Joe Legare</u></b>	_____	_____
Henry Ward	<b><u>Hunter Smith</u></b>	_____	_____
	<b><u>Lucy Gilmer</u></b>	_____	_____
Edward Arthur	<b><u>Harriet McCollum</u></b>	_____	_____
	<b><u>Mason Cooke</u></b>	_____	_____
Linton Buck	<b><u>Lewie Taylor</u></b>	_____	_____
	<b><u>Thompson Huffman</u></b>	_____	_____

## WHAT ABOUT THE INVITATION LIST?

Here's a sample of a full invitation list, including the sign in/out sections you would include in the final version at the door.



**Here's what the *Risk Reduction Policy* says.**

*The chapter does not co-sponsor or co-finance an event where alcoholic beverages are purchased by any of the host chapters, groups, or organizations. Any event co-sponsored or co-financed with any chapters, groups, or organizations where alcoholic beverages are legally present, meets the following criteria:*

1. *Event is co-hosted with not more than one other male chapter, group, or organization;*
2. *All hosts have a liability insurance policy with a minimum of one million dollars (\$1,000,000) basic coverage;*
3. *The event is in compliance with all hosts inter/national organizational policies;*
4. *All non-member (non-member defined as those guests who are not members of any host group) guests are pre-approved by the chapter;*
5. *Guest and host attendance lists are completed and posted prior to the event and maintained on file after the event;*
6. *Each host has equal representation of sober monitors during the event; and*
7. *Any event which would not comply with the above six criteria is first pre-approved by the host institution and, subsequently, discussed with Sigma Nu Fraternity, Inc. staff prior to the event.*

**What does it mean?**

Co-hosting and co-sponsoring events can mean twice the budget and guests or half the effort but it always means increased liability. Chapters can pair with other organizations to host an event with alcohol but only when specific criteria are met: no more than one other male group; each group has insurance coverage; guest lists are created and pre-approved in advance by all host groups; and all host organizations share the burden of planning and running the event.

If you want to co-host or sponsor an alcohol event with multiple groups start by getting the social and/or

executive officers of all the groups together to come up with an event plan. As you plan the event, compare all the details with each organization's policies to ensure compliance. If questions, policy contradictions between organizations, or potential hurdles arise, call the General Fraternity for guidance. Once the event has been approved by the college/university and inter/national organization offices, have each group put together their guest lists and then share them with the other groups at least 48 hours in advance for review. Review the provided guest lists and ensure that Sigma Nu has no objection to any of the proposed guests. If you have legitimate objections then make those known to the appropriate organization and request they replace that guest with another. Once guest lists are finalized, move forward with hosting the event just as you would for a Sigma Nu-specific BYOB or Third Party Vendor event (see appropriate resources elsewhere in this guide).

**Why is this important?**

Limiting the size of your event, and the number of organizations' actions Sigma Nu could be responsible for is just good practice. The chapter should be able to vouch for and enforce appropriate behavior by its own membership, even if a challenge were to come from one of the co-hosting men's group's members. Adding a third or fourth men's group to the mix takes the event out of the chapter's hands. What if something were to break out between the second and third men's groups? Not only would Sigma Nu be in a reactive position to address the incident, but it would be equally liable for any incidents as a co-host of the event. We believe it is best for the chapter to stay away from such situations that it cannot control.

Chapters who wish to participate in Greek-wide events or similar activities with multiple men's groups can do so if alcohol is not present at the event. Some instances may warrant an exception and chapters should always contact the General Fraternity office with questions during the planning stages of such an event.

**How might this apply to my chapter?**

Let's say the chapter wants to participate in a quad mixer involving alcohol with Kappa Alpha Order, Chi Omega, and Tri-Delta. The chapter would work through the seven criteria listed from the *Risk Reduction Policy* (see left column of this page). If all criteria are met, then the chapter could proceed with the event. If not, then the chapter would either need to withdraw or work with the other groups to revamp the event.

**How about another example?** The chapter wants to participate in a back to school party with the college's men's baseball and men's cross-country teams. The chapter would not be able to co-host or co-sponsor the event if any alcohol were to be present. This means the chapter would need to withdraw or revamp the event to remove alcohol. **If you have questions or believe you have a special circumstance that should be reviewed, give us a call, (540) 463-1869.**



Like every chapter, every campus is different.

While we all need to follow the same laws and policies, each chapter has their own challenges to face.  
The *Risk Reduction Policy* allows no more than one other male group may co-host or co-sponsor an event with alcohol.

## MAKING CO-HOSTED/SPONSORED EVENTS WORK

Answer these questions as you develop your plan for co-hosting or co-sponsoring an event with alcohol:

- Are there any campus policies that deal with co-sponsored/hosted events?  
 What do those policies say? [Do they limit the total number of groups that can participate, etc.]
- If you can answer NO to any of these questions, the event requires follow up with the General Fraternity in advance and may not be allowed:
  - Aside from Sigma Nu, are there less than two other male groups serving as co-hosts or sponsors?
  - Do all host organizations have a liability insurance policy with a minimum of \$1,000,000 in basic coverage?
  - Is the event in compliance with all other organizations' policies?
  - Will all non-members be included on a guest list?
  - Will all organizations have an opportunity to review guest lists in advance and remove any guests whose attendance they may object?
  - Will guest lists be completed prior to the event?
  - Will guest lists be posted at the event?
  - Will guest lists be maintained on file after the event?
  - Will each organization have an equal representation of sober monitors during the event?
  - Will the event comply with the procedures for either a BYOB or third party vendor event (as appropriate and defined elsewhere in this guide)?
- Have you run the numbers and checked the doors?

How many entrances will there be to the event?	_____	[It is safest to only have ONE; however, you should have MULTIPLE emergency exits]
How many sober monitors will you have at the event?	_____	[You should plan for at least one per 10-15 guests and each host group should provide an equal number of monitors]
How many people are on the guest list?	_____	[Two guests per member is the max permitted by the <i>Risk Reduction Policy</i> ]

Like every chapter, every campus is different.  
While we all need to follow the same laws and policies, each chapter has their own challenges to face.

## HOW DOES THE DOOR WORK?

Hosting a safe event starts at the event's entry door. Use this basic checklist to make sure you're doing the basics.

1. Who is manning the door?
  - Chapter members – initiates and candidates
  - We've hired a security company
  - The campus police provide someone to work the door
  - The Third Party Vendor
2. Who is checking IDs?
  - Chapter members – initiates and candidates
  - We've hired a security company
  - The campus police provide someone to work the door
  - The Third Party Vendor
3. How are you identifying guests who are of legal drinking age and have shown proper ID?
  - Wristbands that are dated for this event
  - Hand stamp that is unique to this event, or can be marked with today's date
4. For BYOB events, who is checking in the alcohol and distributing tickets or punch cards?
  - Chapter members – initiates and candidates
  - We've hired a security company
  - The campus police provide someone to work the door
5. For BYOB events, who is working at the central bar/holding area?
  - Chapter members – initiates and candidates
  - We've hired a security company
  - The campus police
6. Who is on the sober monitor team?
  - Make a list and post it in a visible place before AND during the event
  - Be sure to include at least one cell phone number, so the sober monitor team can be called in case of a problem/emergency

Like every chapter, every campus is different.

While we all need to follow the same laws and policies, each chapter has their own challenges to face.

With social distancing, each chapter will need to check in with their host institution and local/state policy and guidance to ensure compliance.

## HOW DOES SOCIAL DISTANCING WORK?

Hosting an event while following social distance guidance is crucial to maintaining a safe and healthy environment for members and guests. Use this basic checklist to make sure you are doing the basics.

1. When planning for the event:
  - Can the event be held virtually?
  - Can the event be held outdoors?
  - What is the anticipated number of members and guests?
  - If the event is to be held in-person, can social distancing be maintained in that space with the anticipated number of attendees?
  - Has the area been cleaned and sanitized?
2. During the event:
  - Encourage members and guests to wear appropriate facial coverings
  - Consider providing facial coverings and hand sanitizer
  - Maintain a guest list
  - Encourage all members and guests are maintaining a minimum of 6ft distance between them
  - If providing food and beverages, provide them in individual pre-wrapped packages
3. After the event:
  - Continue to maintain a guest list, in case contact tracing or other needs arise post-event.
  - Clean and sanitize the areas used for the event
4. Other items to consider:
  - Creating marking to signify flow of traffic to maintain 6ft distances
  - Creating line markers to ensure 6ft distance in any queues
  - Use a no-touch, instant read thermometer on members and guests prior to entry
  - Monitor [CDC Guidance](#) on social distancing and restrictions
  - Use Holmes Murphy's "[Consideration for Fraternities and Sororities Hosting Events During Covid-19](#)" Resource