

# COLLEGE of CHARLESTON

## OFFICE OF GREEK LIFE

### Greek Social Event Registration Form

You must print this form and submit it to the Office of Greek Affairs for approval by the Director of Greek Life.

The Social Event Registration Form **MUST** be submitted at least **five (5)** days prior to the event. Use this form for **ALL** parties, formals, socials, or any event sponsored by an organization that is preplanned. This includes events that involved alcohol and those that do not.

Host Chapter: \_\_\_\_\_ Co-Sponsors: \_\_\_\_\_

Person Filing Request: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Campus PO Box: \_\_\_\_\_

#### EVENT INFORMATION

Type of Event: Band Party Date Party Mixer or Co-Sponsored Party Parent's Weekend

Alumni Event Other: (i.e. Initiation) \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ AM/PM End Time: \_\_\_\_:\_\_\_\_ AM/PM

Theme of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

# of Members Attending: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Total: \_\_\_\_\_

Will entertainment be provided? Yes No what type and who? \_\_\_\_\_

***If event is ON CAMPUS, YOU MUST SUBMIT THE COFC EVENT REGISTRATION FORM.***

***The form must be approved and signed by RESIDENTIAL LIFE or LOCATION MANAGER (Stern Center, etc) AUTHORITY. Also, if ALCOHOL is present or there are more than 100 attendees and/or money is distributed, and ON CAMPUS, then PUBLIC SAFETY must be notified two (2) weeks (14 Days) prior to the event and IDT form must be provided. Two (2) officers must be present for ON CAMPUS social events.***

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**EVENTS WITH ALCOHOL PRESENT**

Type of Event: BYOB (on campus) **14 days prior notification**

OR Third Party Vendor (off campus) **5 days prior notification**

Name of Vendor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Agency Providing Security: College of Charleston Police City of Charleston Police Private Security  
Company Other: \_\_\_\_\_

Name(s) of Officers: \_\_\_\_\_

Phone #(s) of Officers: \_\_\_\_\_

Who is responsible for checking IDs? Hired Security Establishment Personnel  
Name/Phone #: \_\_\_\_\_

Will transportation be provided: Yes No By Whom? Cab Service Public Transportation  
Other: \_\_\_\_\_

If Yes, Name of Service: \_\_\_\_\_

Pick up/Drop off location(s): \_\_\_\_\_

Will food be provided: Yes No By Whom? Venue Organization/Donation

List ALL members who have agreed prior to the submission of this form to remain sober to manage the event (at least 5 members from each sponsoring group):

\_\_\_\_\_  
\_\_\_\_\_

**On a separate sheet of paper, TYPE ALL members and guests who will be attending the event.**

Chapter rosters are not accepted.

I understand that ANY activities prior to the registered event, or after the registered event (warm-up parties, pre-parties, after parties, etc) are considered to be part of the event. ALL College of Charleston policies and procedures, the National Organization's policies and South Carolina Laws will be enforced by me, the social coordinator, the chapter advisor, and the Organization during the event.

President's Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(Co-Sponsoring Host) President's Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Chair's Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Administrative Signatures

Chapter Advisor: \_\_\_\_\_ Vendor: \_\_\_\_\_  
(Co Sponsoring Host) Chapter Advisor: \_\_\_\_\_

Residence Life/Location Manager: \_\_\_\_\_ Fire Life Safety (if applicable) \_\_\_\_\_

Director of Greek Life: \_\_\_\_\_

Public Safety/Security: \_\_\_\_\_

### Checklist:

Access Greek Social Event Form via website or Office of Greek Life

If event is on-campus with alcohol present, must submit with GSEF, the CofC Event Registration Form **14 days prior to event.**

If alcohol is present at an **on-campus** event (BYOB), public safety (x5611) must be notified **two (2) weeks** prior to the event. Must provide IDT form to pay for security.

Form must be signed and approved by the Office of Greek Life

If event is on-campus, the form must also be approved/signed by designated venue authority (i.e. Res Life Authority must approve events at Fraternity/Sorority houses)

Hot Work Permit approved by Fire, Life and Safety if required for any open flames or ceremonies involving candles

GSE Form **submitted no later than five (5) days in advance** with attached guest list and completed form (signatures of approval) to Office of Greek Life.

If these requirements are not met, the event will NOT be approved by the Office of Greek Life

**For Office Use Only:    APPROVED    DENIED**

**GUEST LIST FORM**

Guest List:

Organization/Chapter: \_\_\_\_\_

Event Date and Location: \_\_\_\_\_

Chapter Member \_\_\_\_\_ Guest