

2017 – 2018 FRATERNITY AND SORORITY LIFE SOCIAL POLICY CHECKLIST

In order to plan and host a social event, please complete the following tasks by the applicable deadlines:

Before Friday, Sept. 22, 2017

_____ Complete and submit the “Social Event Date Reservation Request Form” on VU Groups for **ALL** Fall semester events. Social events may not be added to the Fall semester calendar beyond this deadline.

NO LATER THAN 14 days before the event

_____ Submit your **completed** “Social Event Registration Form” and all required documentation on VU Groups.

_____ Review the “FIPG and Villanova University: Third Party Vendor Checklist” with your vendor. Make sure the vendor initials and signs the checklist. Submit the checklist with your “Social Event Registration Form” on VU Groups.

_____ Submit all necessary documentation pertaining to the “FIPG and Villanova University: Third Party Vendor Checklist” with your “Social Event Registration Form” on VU Groups. This includes the **contract, certificate of insurance, and liquor license.**

7 days before the event

_____ Check in with your Fraternity and Sorority Life staff advisor to discuss logistics of the event.

5 days before the event

_____ Chapter Risk Management Chair reviews the requirements and expectations set out in the social policy, as well as any inter/national expectations and policies at your latest chapter meeting.

_____ Ensure all social monitors (including the total number required by this policy and approved by Fraternity and Sorority Life) sign the Social Monitor Responsibility Agreement in Corr Hall.

2 days before the event

_____ Check in with your Fraternity and Sorority Life staff advisor to discuss logistics of the event.

_____ Call to confirm your reservations with the third party vendor and Villanova approved bus company.

Day of event

_____ Provide Fraternity and Sorority Life with a list of all individuals attending the event by 3 p.m. (or by 5 p.m. on Friday if the event takes place on Saturday).

Chapters must complete all of these action items by the deadlines listed in order to hold a social event. Failure to meet these deadlines will result in the cancelation of the scheduled social event in question.