

THE UNIVERSITY OF MEMPHIS EVENT APPROVAL FORM
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This form must be completed and returned to your council's mailbox, University Center Room 222 at least five (5) days prior to the event excluding Saturday and Sunday. If this form is not returned with appropriate signatures by the deadline given, your event notification will not be accepted.

Other things to consider before an approval may be given – these vary by council:

- **Current with IFC dues**
- **Prior social events ran properly (event notification, cleanup, RM, etc.)**
- **Risk Management Seminars hosted by IFC (Effective Spring 2014)**
- **Pre-event planning meeting with the Fraternity/Sorority Affairs Advisor**

Failure to comply with the process of event approval can result in the disapproval of the proposed social event and/or a referral to the judicial board.

Interfraternity Council recommends that the following information be considered when planning a chapter event, whether on or off campus.

1. Fraternity/Sorority Affairs requires this form for events which have invitations, publicity by fliers, word of mouth, radio, etc., DJ/Band, cover charge at the door, alcohol and/or may be attended by at least 50% plus one of the total membership.
2. At least two (2) individuals must be deemed responsible for the event and in attendance for the duration of the event. It is highly recommended that an advisor be present for the event. The individuals deemed responsible must have visible identification, such as unique t-shirts, to distinguish themselves from the guests.
3. Adequate precautions must be taken to prevent alcohol from being consumed by minors. It is highly recommended that minors be distinguished from guests who are 21 years of age (i.e. wristbands).
4. Where applicable, neighbors should be made aware of the event one (1) week in advance and given the name of the event's responsible persons to contact should they have a question/complaint about the event.
5. Prompt clean-up of the event area (including outside place of event, nearby homes or buildings, bordering streets and parking lots) is a top priority and should be completed by **8 am** the morning after the event.
6. The Memphis City Ordinance states that noise (live bands, car radios, recorded music, etc.) may not be amplified from 11:00pm to 7:00am Sunday through Thursday, and from 12:00am to 7:00am on Friday-Saturday. Additionally, The University of Memphis policy requires that all amplified music must end by 10:00pm Sunday through Thursday.
7. The University of Memphis and Memphis City Parking, Fire and Safety ordinances must be followed. Organizations' members and/or guests should park in appropriate spaces.
8. It is recommended that there should be one (1) security guard per every 100 persons for parties. Security guards must be licensed and bonded. There will be a maximum attendance of 3 times the chapter's membership. If the chapter's risk management policies allow more guests, documentation must be submitted to Fraternity/Sorority Affairs.
9. All IFC chapters must **attach** written documentation from their national headquarters/regional office indicating knowledge and approval of any activities where alcohol may be present.

I have read the recommendations outlined in this document and agree to consider them when planning my event.

Signature of person submitting this form

Date

THE UNIVERSITY OF MEMPHIS FRATERNITY/SORORITY AFFAIRS EVENT NOTIFICATION FORM
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Today's date	
Event date	
Event start time	
Event end time <i>All events must end by 1:30am</i>	

Chapter submitting this form

Event Location or House Address

Co-sponsoring Chapter (if applicable)

Event coordinator/Phone number/E-mail (this person must be accessible the day of the event)

Risk Management Chair/Phone Number /Email (this person must be accessible the day of the event)

Chapter Advisor/Phone Number /Email

Event Information

Event Details (expected attendance, event theme, etc.)

Social w/o alcohol		
Social w/ alcohol		
3 rd Party Vendor Event		

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Please provide any additional event details including but not limited to information regarding live music, DJ, alumni attendance...

How will you effectively monitor and control guest attendance at this event? (Security, limited entrances, etc.)

How will you handle and control alcohol consumption? (21+ determination, alcohol check-in...)

How will you prevent attendees from driving under the influence?

Risk Management Personnel may not consume alcohol before or during the event

Party Monitors	Name	Affiliation
Bartenders (must be over the age of 21)	Name	Affiliation
Door Monitors	Name	Affiliation
Designated Drivers	Name	Affiliation
Person of Contact for Cleanup:		
Additional Comments:		

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Signatures (required)

Chapter President

Risk Manager

Event Coordinator

Chapter Advisor

Co-Sponsoring President (if applicable)

Paperwork Completed ☐

Follow-Up Meeting ☐

Advisor Signature_____

Current on Dues ☐

RM Seminar ☐

President of IFC Signature_____

Positive Report from last event ☐

Approved_____/Disapproved_____