



Sigma Chi
EXPECT MORE.

SOCIAL EVENT GUIDE

STEP 1 Review Sigma Chi & University Policies

Sigma Chi's Health & Safety Key policies to remember:

- Pledges cannot be present at social events where alcohol is available
- Hard alcohol (over 15% A.B.V.) is not allowed at chapter houses or meeting spaces
- Alcohol is not allowed at recruitment and pledging functions
- No alcoholic beverages may be purchased with chapter funds, nor by any member in the name of or on behalf of the chapter

Questions to Ask About your University's Policies:

- Does your university prohibit events with alcohol during certain times of the year?
- Does your university require you to register events with them in advance?
- Does your university have additional policies or expectations on top of Sigma Chi's?



STEP 2 Choose a Location

If event is at a third-party licensed venue:

- The venue must have general and liquor liability insurance policies
- The venue may require proof of insurance or have them added as additional insured. Work with RMF *at least* 2 weeks in advance of the event
- A licensed or certified bartender may serve alcohol up to 50% A.B.V.

If event is at a chapter house, satellite house, or other location:

- No hard alcohol (over 15% A.B.V.) is allowed
- Valid identification of those persons claiming to be of the legal age for alcohol consumption is required
- The event must be B.Y.O.B., OR service provided by a licensed and insured third-party



STEP 3 Create a Risk Management Plan

Key elements to include:

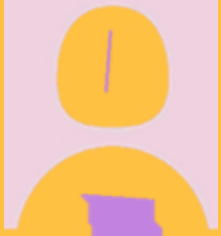
- Start and end time of the event
- Contact information for university officials and chapter advisors
- Any written agreements should be in the name of 'Beta Beta Chapter of Sigma Chi', not just 'Sigma Chi' or an individual member
- Third-party security or responsible brothers who will be stationed at the entrance with guest list
- A dedicated list of brothers who will be fully sober during the event and provide necessary assistance to visibly intoxicated guests
- A plan to ensure all guests make it home safely via walking or rideshare

*For a full outline of Fraternity
policy, visit sigmachi.org/policies*

SIGMACHI.ORG

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STEP 4 Compile a Guest List



All Chapter events need to have a guest list:

- Guests must be individually invited by chapter members
- Put all expected guests' names on one list and share it with third-party security or responsible brothers to use at entrance
- chapter functions are to be capped at a maximum size of three guests per initiated member (ex: if chapter size is 50, only 150 guests allowed at event)

STEP 5 Set Up the Event to Mitigate Risk

While setting up the event, ensure that you have done the following:

- Designate a section of the event space to provide water and snacks to guests
- Inform surrounding neighbors of the event
- If applicable, have a chosen theme that does not go against Sigma Chi's values
- If applicable, receive approval from the university and/or IFC to host the event



In addition, if the event is at the chapter house, ensure that you have:

- Secure all ritual regalia and other valuable items in an inaccessible place
- Block off areas of the house that can pose a risk to guests, such as the kitchen, individual bedrooms, or rooftop

STEP 6 Execute the Event Safely

During the event, ensure that:

- Only attendees of the legal drinking age are consuming alcohol
- Water is always available to guests
- Illegal drugs are not used, possessed, sold, or distributed
- Any spills are cleaned up in a timely manner
- No one is entering a potentially risky sexual encounter where consent cannot be given
- Visibly intoxicated guests are provided necessary assistance and escorted home safely
- If a noise complaint is called or the police arrive, end the event immediately

Call 911 immediately if any guests exhibit symptoms of ALCOHOL POISONING:

- Mental confusion
- Difficulty remaining conscious or inability to wake up
- Vomiting
- Seizures
- Slow or irregular breathing
- Bluish or pale skin
- Extremely low body temperature



STEP 7 Conduct an After Action Review

The planners of the event should discuss what went well and what can be done differently next time

Questions to ask Yourself:

- Was the event organized and planned well in advance?
- Did any problems come up during the event?
- Were all Sigma Chi and university policies followed by everyone?
- Did the chapter receive any communications from the university, advisors, community members, or police?
- Did anyone post inappropriate pictures to social media from the event?



<u>CONTACT</u>	<u>Name</u>	<u>Phone</u>
Police / Fire / Rescue	Emergency	911
Grand Praetor		
Chapter Advisor		
Univ. FSL Office		
House Corporation		

Sigma Chi's Good Samaritan Policy

Individual

If a member assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol, drugs, or to another medical emergency, then that member, as well as those who are assisted, will not be subject to individual disciplinary action with respect to the incident. This is the case even if the member who is assisting was a contributing factor to that emergency. An individual may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

Chapter

A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter will be required to meet in person or by phone with an international staff member or an alumni volunteer designated by the fraternity. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

For a full outline of Fraternity policy, visit sigmachi.org/policies