

# UMassAmherst

Office of Fraternities and Sororities  
Campus Activities Office  
308 Student Union Building  
545-2711  
577-1941 (fax)

## SOCIAL EVENT REGISTRATION FORM

1. Organization sponsoring event: \_\_\_\_\_

2. Type of event (please check):

- Guest List (must be submitted by Noon, Friday, before event)  
 Exchange (must include Exchange Agreement Form)  
 Special Event/off-campus (formal, date party, alumni event, etc.)

3. Individuals responsible for the event: (print)

President: \_\_\_\_\_ Telephone: \_\_\_\_\_

Social: \_\_\_\_\_ Telephone: \_\_\_\_\_

List four additional chapter members who are responsible for security, emergencies, and overseeing clean-up. These individuals agree to be non-drinking hosts. Two must be over 21 years old.

a) \_\_\_\_\_ b) \_\_\_\_\_  
(over 21) (over 21)

c) \_\_\_\_\_ d) \_\_\_\_\_

4. Location of event (street address and/or name of host site):  
\_\_\_\_\_

5. Event is: INDOORS      OUTDOORS

6. Date of Event: \_\_\_\_\_

7. Event begins at \_\_\_\_\_ and ends at \_\_\_\_\_.

All events must end by 1 AM. Outdoor events end at 12 AM. There are no "after parties".

(Over)

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8. Event is (please check):

- Non-alcoholic
- BYOB (collection of money and purchase by agent is not BYOB or allowed)
- Third Party Vendor

9. Is Field Trip Services or another transportation server being used for this event?

YES NO

10. Non-alcoholic beverages and food being provided by host or Third Party Vendor:

- a) \_\_\_\_\_ b) \_\_\_\_\_
- c) \_\_\_\_\_ d) \_\_\_\_\_
- e) \_\_\_\_\_ f) \_\_\_\_\_

11. Security Coordinator: \_\_\_\_\_

Hours

Security Person on Duty

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

12. Clean-Up Coordinator – Who is responsible to oversee clean-up yard and area contiguous to site of social event?

**Clean-up must be completed within hour of the event's end.**

Any other important information?

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Signature of Social Chair

Date

