**Student Organization Alcohol Event Monitor Form**

*This completed form must be submitted to the Office of Student Development at least 7 business days prior to the event. Example: Event is Friday; registration form is due two Wednesdays prior to the event by 4:30pm.*

**Date of the event:**  **Start time:** **End time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sponsoring Organization(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* B.Y.O. Policy – (Sorority & Fraternity Life Only)
* Third Party Vendor - ***Name of Vendor****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

How have you ensured they meet third party vendor criteria? (Make sure that you turn in the insurance documentation and Third Party Vendor Form) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOOR MONITORS** (*at least one per organization*)

|  |  |
| --- | --- |
| Name (print) | Signature |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**ROVING MONITORS** (*at least 1 per every 25 guests*)

|  |  |
| --- | --- |
| Name (*print*) | Signature |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**BARTENDERS** (Distribution Monitors) (*for S.F.L. B.Y.O. events Only*)

|  |  |
| --- | --- |
| Name (*print*) | Signature |
|  |  |
|  |  |
|  |  |

**ALTERNATES** (*suggested that there be at least two alternates for each of the three monitor positions*)

|  |  |
| --- | --- |
| Name (*print*) | Signature |
|  |  |
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|  |  |
|  |  |

*By signing this form all monitors indicate that they have reviewed the IFC/Panhellenic Risk Management Policy and/or the Student Organization Handbook, understand their duties and responsibilities, and agree to uphold all aspects of the Policy.*