

department of student programs

SOCIAL EVENT REGISTRATION FORM

This form must be completed by any organization hosting an on- or off-campus event. Complete the information requested below and submit this form to the Office of Student Programs **no later than three weeks before the event.** Please attach a list of all invited guests, copies of Responsible Host cards for all hosts listed on the form, and a copy of the invitation. In addition, any contracts, pay to requests, interdepartmental transfer requests and W-9 forms needed for paying for the event must also be attached. **Completion of this form does not automatically provide approval of the event.**

Sponsoring Organization _____

Name/Description of Event _____

Is this a recurring event? YES NO

If yes, how often is event held? _____

Date of Event _____ Day of Event _____

Location of Event _____

Time Event Starts _____ Time Event Ends _____

Number Invited _____ Expected Attendance _____

Responsible Hosts (*Hosts must have completed Responsible Host training and copies of their Responsible Host cards must be submitted with this form.*)

NAME	E-MAIL	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Monitors for entry control (*Monitors must ensure that only invited guests attend the event and that guests do not arrive or depart from the event intoxicated. Monitors are not to confront any persons themselves. They are only to observe and contact security with any problems. There must be at least one monitor for each 50 guests, up to 200 guests. For any event at which attendance is expected to exceed 200, Student Programs must be consulted as to the number of monitors required.*)

NAME	E-MAIL	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will alcohol be served at the event? YES NO

If yes, who is providing the alcohol? _____

Who or what organization is paying for the alcohol? _____

How will the alcohol be distributed? CASH BAR BYOB DRINK TICKETS OPEN BAR

OTHER (*please describe*) _____

OVER →



List types and quantities of alcohol that will be served *(Use of kegs, partyballs or vats is prohibited.)*

TYPE

QUANTITY

TYPE	QUANTITY
_____	_____
_____	_____
_____	_____
_____	_____

How will consumption of alcohol be managed? *(i.e. legal age of drinkers, excessive consumption)* _____

List types and quantities of non-alcoholic beverages that will be served *(Non-alcoholic beverages must be made available at no cost to attendees.)*

TYPE

QUANTITY

TYPE	QUANTITY
_____	_____
_____	_____
_____	_____
_____	_____

List types and quantities of food that will be served

TYPE

QUANTITY

TYPE	QUANTITY
_____	_____
_____	_____
_____	_____
_____	_____

Will there be entertainment?

LIVE BAND/PERFORMER

YES

DJ

NO

OTHER *(please describe)* _____

Will amplified sound be used?

(If yes, you must complete an Amplified Sound Registration form)

YES

NO

How will security will be provided at the event? _____

Please describe clean up plans for the event. _____

I/we have read and understand the Louisiana laws, Tulane University policies and fraternity/sorority regulations pertaining to the possession and use of alcoholic beverages, and pertaining to student-initiated events. I/we agree to abide by all policies and regulations mentioned above. I/we willingly assume the responsibilities and liabilities associated with hosting a social event as outlined in the Tulane Alcoholic Beverage Policy and the Responsible Host training sessions. I/we understand that I/we may be held responsible for violations of University policy occurring during this event. As the host(s) of this event, I/we will be present for the duration of the event and will be available to assist University officials in resolving any issues or problems associated with the event. I/we agree that upon direction of Student Affairs Staff or other University personnel, I/we will immediately close the event and begin the clean-up process. Finally, I/we understand that failure to abide by all stipulations of this agreement will be grounds for the closing of the event, possible confiscation and disposal of alcoholic beverages, and potential disciplinary action. **I/we understand that I/we cannot host this event without having this form signed by the Assistant Vice President for Student Affairs.**

Authorized Representative of Sponsoring Organization *(Must have attended Responsible Hosting Seminar)*

Name _____ Signature _____

Address _____

Phone _____ E-mail _____

Student Organization Advisor I have reviewed this Social Event Registration form and approve its submission to the Office of Student Programs

Name _____ Date _____

Signature _____

Office Use Only

Approved yes no

Number of Security Officers Required _____

Signed _____ Date _____