



INTERFRATERNITY
COUNCIL
 EMORY

**Emory University Interfraternity Council:
 Party Checklist**

Date of Event:

Start and End time of Event:

Location:

SET-UP	YES	NO	Observations and Comments
Properly completed an Event Registration Form at least seven (7) days in advance	()	()	
Use of only one properly designated and easily identifiable entrance	()	()	
Use of only one properly designated and easily identifiable exit (excluding emergency exits)	()	()	
Hired security is present and capable. At least one guard must be stationed at entrance	()	()	
One member of the sponsoring chapter must be substance-free for each 30 guests presents at the event	()	()	
Two members of the executive board of the chapter are substance-free	()	()	
One member of the chapter must be present at the entrance at all times	()	()	
Guest list present at entrance	()	()	
Guest list must be strictly adhered to especially after the party reaches capacity	()	()	
Non-alcoholic beverages and non-salty foods must be readily available (i.e. canned soda, water, snacks)	()	()	
DISTRIBUTION OF ALCOHOL (BYOB)			
Each guest over the age of 21 may bring a maximum of one six-pack of canned beer	()	()	
Beer will be distributed by two sober members of chapter to persons with proper wristbands	()	()	
<i>Only students 21 or over with proper identification (Emory Card) will be provided with a wristband to show age</i>			
Alcohol services will be terminated ½ hour before the end of the party	()	()	
Common containers (i.e. kegs, water coolers etc.), hard liquor, solo cups and illegal substances are strictly prohibited	()	()	
GENERAL			
No visibly intoxicated guests shall be admitted into the party	()	()	
IFC Execs and Risk Management Task Force will monitor the event throughout and assure rules are being followed	()	()	
AFTER THE PARTY			
Social Function must end by 2:00 AM	()	()	
The exterior of the fraternity house must be cleaned by chapter members by 12:00 pm the day after the party	()	()	



INTERFRATERNITY
COUNCIL
EMORY

Adjudication: Fraternities in violation of this policy will be subject to review by the Interfraternity Council Judicial process, the Emory University Office of Student Conduct, and the respective National or International Headquarters.

Spirit of the Policy: No policy can cover all of the possible situations that may arise. Should this policy lack the specificity to describe a certain situation, fraternities are expected to conduct their activities in the spirit of social responsibilities embodied in this policy and their respective national/international risk management policies. The Interfraternity Council requires all chapters to adhere to their own risk management policy as well as the IFC Social Policy.

Chapter Executive Member Signature (print/sign):

IFC Observation Team Signature:

Names and Phone Numbers of Chapter President, VP, Risk Manager and Social Chair: