



## IFC Safe Event Recommendations

### General

- Be knowledgeable of the [Greek Life Social Event Guidelines](#), the [Auburn University Social Event Policy](#), and any other governing documents surrounding fraternity events
- Abide by the chapter headquarters and insurance policies when conducting events
- Complete and submit a Fire Evacuation Plan to the Auburn City Fire Department
- Request proof of insurance for any third-party vendors and/or venues

### Theme

- When selecting a theme, ensure it:
  - Does NOT rely on the stereotypes of certain groups
  - Does NOT encourage offensive dress or costumes
  - Does NOT stereotype men or women
  - Is NOT centered on making fun of a particular group of people, culture, or organization
  - Does NOT lend itself to members, associate members, or guests taking the theme to a place that is disrespectful or degrading

### Alcohol

- At the exits, have chapter leadership, or sober monitors, hold trash cans and require guests to throw their cans away as they leave
- Provide water in an amount at least equal to the total number of people in attendance at the event
- Glass bottles should be prohibited at the entrance
- Create an Alcohol Distribution Center that follows [Greek Life](#) policies

### Noise

- Notify surrounding neighborhoods or communities about the party details beforehand through fliers, social media, or any other form of communication
- End events by midnight

### Security

- Hire a professional security company that is contracted, licensed, and bonded.
- Use the [Security Vendor Checklist](#) as defined by Holmes Murphy
- Security cameras are installed and working in all areas of the house

### Guest List

- An event guest list follows [this template](#)
- A guest's name should be checked off once they have entered the event
- Several exits should be available; however, exits cannot be used as entrances

*Credit: Adapted from a "BYOB Checklist" from the North-American Interfraternity Conference and the Pi Kappa Phi "Social Event Planning Guide." Also, adapted from Sigma Phi Epsilon Fraternity.*



## GREEK LIFE

- Only students from the host institution should be on the guest list
- Guests who are already impaired should not be allowed into the event
- Guests who have caused problems in the past should not be put on future guest lists
- A guest's name should be checked off once they have entered the event
- Create a wristband system consisting of two wristband colors. One color will be for brothers who are allowed into the house (or residential area of the house for indoor parties) and the other will be for guests who are over 21

### Exit/ Entrance

- Lock all doors in the house except the ones that are being used for entrance and exit
- Have one well-lit entrance, controlled and monitored by security or sober monitors

### Sober Monitors and/or Executive Board Responsibilities

IFC understands the following responsibilities are traditionally the role of security companies, but fraternities should use their sober monitor program to confirm that the security is abiding by their contract. Consider the following responsibilities for sober monitors and/or executive board members:

- Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list
- Chapter presidents and social chairs should limit their use of alcohol if they are of legal drinking age (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained
- New members should not serve as monitors
- 1 sober monitor per every 50 party guests
- The Risk Manager should hold a meeting with monitors before the event begins to discuss the scope of responsibility for the event
- Monitors should be stationed around every entrance or exit to ensure the security guards are doing their job
- Monitors should fully understand the emergency protocol
- Monitors should be prepared to ask members/guests to leave if they become too intoxicated and behave inappropriately. If they are uncooperative, monitors should be prepared to call the police
- Monitors should be prepared to notify hired security if they see a situation that requires attention
- Monitors should prevent guests from leaving with alcohol
- Monitors should be prepared to find alternate transportation home for impaired guests
- Monitors should be prepared to prevent guests or members who are impaired from driving or operating motor vehicles

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