Greek Off-Campus Social Event Notification Form
For Information Only

DUE AT NOON ON WEDNESDAY THE WEEK OF THE EVENT!!

Fraternity/Sorority: ________________________ Day & Date of Event: ________________________

Name and Address of the Venue: __________________________________________________________

Description of Event: _________________________________________________________________
Include Band name, DJ, theme, etc.

Officer in Charge of Event: ____________________________________________________________

Name Phone (during event)

Hours: from ________ to __________ Expected Attendance: 1-99 100-199 200-399

Mode of Transportation: ____________________
(If event is off-campus, contact Lt. Strannard 2-0611 for loading site)

Fraternities/Sororities are responsible for getting security officers for off-campus events.

Alcohol: ( ) DRY – No alcohol
          ( ) BYOB (members and guests bring their own beer)
          ( ) Licensed Bar tender and cash bar
                (for off-campus events only)

Guests: ( ) Members Only ( ) VU students

Check all appropriate areas for compliance with the Vanderbilt University Alcohol Policy, appropriate
Governing Body (IFC, Panhellenic, and NPHC), Tennessee State Law, and inter/national social event policy:

_____ Carding at the Door by 3rd Party Security (Drivers’ License)

_____ Guest List at entrance _____ Sign-in List at entrance _____ only one entrance to the event

_____ Non-alcoholic beverages and food will be served _____ Special Event Insurance

_____ Chapter funding is not used to purchase alcohol

Party Patrol/Party Monitors/Sober Sisters (sober members throughout entirety of event, must be easily
identifiable):

__________________________________________  ________________  ______________________

__________________________________________  ________________  ______________________

By signing below, on behalf of my organization, I understand and will follow all policies of Vanderbilt University and
the appropriate governing council.

Print Name __________________________ Signature __________________________ Phone # ____________