

# EVENT PLANNING GUIDE: EVENT WITHOUT ALCOHOL

  
Alpha Gamma Delta  
*Live with Purpose*

# PLANNING AN EVENT

**Alpha Gamma Delta sponsored events should be fun and meaningful experiences. This guide is provided as a tool to help plan safe and appropriate activities that follow Fraternity policies.**

## STEPS TO PLANNING A SUCCESSFUL EVENT

- |   |  |
|---|--|
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">1</div> <p>Review and understand the Alpha Gamma Delta policies regarding hosting events.</p>  | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">2</div> <p>Plan event using this planning guide and FIPG as resources.</p>   | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">3</div> <p>Review and complete any contracts and certificates of insurance needed for the event.</p>   | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">4</div> <p>Review EPG with Risk Management Coordinator for compliance and Vice President Finance for budget management.</p>  | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">5</div> <p>Present EPG to Executive Council OR Executive Council Sub-Committee for review.</p>   | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">6</div> <p>Present EPG to Chapter for approval.<br/> <i>2/3 affirmative vote needed for alcohol-free events.<br/>           3/4 affirmative vote needed for events where alcohol is present.</i></p> | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">7</div> <p>Register event with appropriate campus administration.</p>  | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |
| <div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">8</div> <p>Distribute EPGs appropriately.</p>  | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE COMPLETED |

# UTILIZE THE TOUCHSTONES AS YOU PLAN FOR THIS EVENT

**The Event Planning Guide is a useful tool for navigating the steps necessary to plan your event. As you continue with the event planning process, keep the Alpha Gamma Delta Touchstones in mind.**

- ① The choices I make will inspire and impact others.
- ② I will prioritize the health and dignity of my sisters, my chapter, myself and the Fraternity.

Additional questions to consider as you are planning are:

1	HERE for Each Other: Does this choice demonstrate a commitment to our members and our Fraternity?	Yes	No
2	HERE to Inspire: Will this choice encourage our members to be the best versions of themselves?	Yes	No
3	HERE for the Whole Person: Could this choice cause harm (physical, emotional, etc.)?	Yes	No
4	HERE to Impact: Will this choice result in intended or unintended consequences that have negative impact?	Yes	No
5	HERE to Stand for Something: Does this choice demonstrate value for our individual and collective self-worth?	Yes	No

# EVENT PLANNING GUIDE - EPG

**Complete this guide and follow the review and approval procedures for your event.**

Chapter Name:

Date of Event:

Name of Event:

Start Time:

End Time:

Location of Event:  
Name:

Address:

Phone:

*\*Events held on or near water must be alcohol-free.*

Additional Host Organizations:

Their President's Name:  
Phone:

Their Social Coordinator's Name:  
Phone:

Purpose of Event:  
(i.e. sisterhood, social, philanthropic)

Attendance Details:

Is chapter member attendance required? \_\_\_\_\_ Is chapter new member attendance required? \_\_\_\_\_

Total number of members/new members expected to attend? \_\_\_\_\_

Total number of guests expected to attend? \_\_\_\_\_

Total number of alumnae/parents/others expected to attend? \_\_\_\_\_

Combined total number of attendees expected? \_\_\_\_\_

Capacity of venue? \_\_\_\_\_

Contacts/Emergency Information:

Collegiate Member Coordinating the Event:  
Phone:

Police Department:  
Phone:

Fire Department:  
Phone:

Medical Care:  
Phone:

# EVENT PLANNING GUIDE - EPG

## ALCOHOL MANAGEMENT: WILL THERE BE ALCOHOL AT THE EVENT?

☐ **No**

Continue completing this guide for the review and approval process.

☐ **Yes**

Complete the Event Planning Guide: Event with Alcohol and also be sure to complete the BYOB or 3rd Party Vendor form for the review and approval process.

## TRANSPORTATION INFORMATION

Distance of Event from Chapter/Campus:

Method of Transportation:

☐ Walking

☐ Chartered Transportation (See right ➡➡)

☐ Local Public Transportation

☐ Personal Vehicle

*Regardless of the method of transportation, Alpha Gamma Delta members should have a safe plan for themselves and their guests for getting to and from the event safely.*

Chartered Transportation:

If this event is out-of-town and non-members and/or alcohol are involved, chartered transportation must be provided.

Charter Company Name:

Contact Name:

Phone Number:

Date of Contract:

*A certificate of automobile insurance from the insured's provider must be attached.*

## ATTENDEE LIST

The attendee list should include all members attending, their guests and attendees' birth dates.

Name of Collegian Preparing Attendee List:

Phone:

# EVENT PLANNING GUIDE - EPG

## SECURITY

Who will be providing security at the event?

- ☐ No contracted security.  
*(Security is not required at events without alcohol, but the chapter can choose to hire security if a need is determined.)*

Name:

Phone:

*A Certificate of General Liability and Worker's Compensation Insurance from the insured's provider must be attached.*

How will the attendee list be managed?

- ☐ IDs checked at the door
- ☐ Matching IDs to attendee list
- ☐ Sign in/out by members

## REFRESHMENTS & COSTS

What types of refreshments will be served, and how much will be provided?

Food:

Non-Salty Snacks:

Non-Alcoholic Beverages:

### Event Finances

Total Cost of Event:

\$ \_\_\_\_\_

*If expenses exceed \$250, attach detailed listing.*

Amount Budgeted for Event:

\$ \_\_\_\_\_

Amount Financed by Additional Host Group(s):

\$ \_\_\_\_\_

# EVENT PLANNING GUIDE - EPG

## ORIGINAL SIGNATURES REQUIRED ON 4 COPIES OF EPG

Name of Event:

Date of Event:

Collegian Responsible for Planning the Event:

Name:

Date:

Vice President Finance's signature indicates the chapter has sufficient funds to cover the expenses for this event.

Name:

Date:

Vice President Operation's signature indicates the chapter voted in favor of participating in this event.

Date Approved by Chapter: \_\_\_\_\_

Total Number Chapter Membership: \_\_\_\_\_

Number Votes in Favor: \_\_\_\_\_

Number Votes Opposed: \_\_\_\_\_

*2/3 affirmative chapter vote required for event without alcohol.*

*3/4 affirmative chapter vote required for event with alcohol.*

Name:

Date:

## DISTRIBUTION OF SIGNED EPG

- ① Collegian responsible for planning the event  
(to be taken to the event)
- ② Vice President Operations (attach to chapter meeting minutes)
- ③ Risk Management Coordinator (to be taken to the event)
- ④ Chapter Advisor

*Be sure to attach any required contracts for service, and insurance verification documents to this EPG, as needed.*

DATE OF COMPLETED REVIEW  
BY EXECUTIVE COUNCIL