

OFFICE USE ONLY

Date Received: _____

Received By: _____

Social Event Registration Form

Name of Organization: _____ Co-host: _____

Name/Type of Event: _____

Date of Event: _____ Hours: _____ Start: _____ End: _____

Estimated Number of Participants: _____

Location ...

Name of establishment: _____

Address of establishment: _____

Telephone: _____

Transportation ...

Distance members/guests will be traveling: _____

Type of transportation (check one): bus _____ limo _____ cabs _____ shuttle _____

other (explain): _____

Transportation Company: _____ Telephone: _____

Security and Safety ...

At each event, each organization in attendance must have a minimum of one non-drinking member at the door, two non-drinking members as sober monitors and one non-drinking twenty-one year old member (or hire person in place thereof) to distribute alcohol at a BYOB event. If your Inter/national organization requires additional sober monitors, you must follow those requirements.

Names of Sober Monitors and Telephone Numbers:

1. _____
2. _____
3. _____
4. _____

Beverages ...

Alcoholic Beverages will be provided by (check one):

BYOB: _____ Cash Bar /Third-party vendor: _____

Name of Distributor and Telephone Number: _____

****ALL signatures and information are required ****

Social Chair: _____ Signature: _____ Email: _____

Risk Manager: _____ Signature: _____ Email: _____

President: _____ Signature: _____ Email: _____

Advisor: _____ Signature: _____ Email: _____

*A social event must be registered and guest list provided **two business days prior to the date of the event** to the Office of Student Life. Following the event a copy of the guest list with signatures will be submitted to the Office of Student Life no later than one business day following. It is the responsibility of the organization to know, understand, and abide by the guidelines set by Florida Tech and any other governing body to include but not limited to: IFC, Panhellenic, Student Government Association and any Inter/National Organizations. A COPY OF THIS FORM WILL BE KEPT ON FILE IN STUDENT LIFE.*