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.