Social Event Planning Checklist

Things to remember before planning a social event:

1) The chapter must be a recognized student organization at Keene State College.

2) The chapter must be in good standing with Keene State College.

3) The chapter must maintain an average 2.5 cumulative GPA in order to sponsor or co-sponsor social events.

4) The chapter must have current proof of insurance on file with the Office of Student Involvement.

5) The chapter president, social chair/risk management chair, new member/recruitment/intake chair, must attend the annual risk management training to sponsor/co-sponsor, social events of any kind.

Reminders for successful planning:

1. Determine the...
   a. Type of Event
   b. Date of Event
   c. Time of Event
   d. Location of Event

   **Please note: social events should go no later than 2 a.m. on Friday and Saturday nights. If you are holding a social on a Thursday, be respectful to those around you and try to have it end by 1a.m. the latest.**

2. Register your event with Student Involvement (at least 24 hours before your planned event date). Once the registration has been reviewed and approved, the Event Primary Contact listed on the registration will receive a confirmation e-mail.

3. If alcohol will be present (all events should be BYOB), before the date of your event you will need to:
• Clearly identify all guests under the age of 21 with a wristband, mark on the hand, etc. All sober monitors and the hosting organization’s Risk Management officer should have a clear method established prior to the event so that all members of the hosting organization are aware of the identification process.
• Prepare signs with the following information and post them conspicuously at the event:
  - Names of sober monitors
  - Name and phone number for at least one taxi service
  - “Drinking when you are under the age of 21 is against NH State Law”
  - “Providing alcohol to anyone under 21 is against NH State Law”
• It’s a good idea to keep non-alcoholic beverages and small snacks available.
• Have your guest list posted at the door (if someone is not on the guest list, they should not be entering the event).
• The age of every guest/event attendee should be verified by checking their ID prior to entry into your event.

4. Contact the Office of Student & Community Relations to determine if the hosting organization needs to obtain a permit from the City of Keene to host the event off campus.

5. Have you met all Student Involvement requirements and expectations for your event? Don’t be afraid to ask any last minute questions!

6. Have safe, responsible fun!