Fraternity/Sorority Formal or “Beach” Event Planning Template
Campus & Community Involvement
Trinity University

Event Planner Contact:
Name: __________________________
Email: _________________________
Phone: _________________________

President Contact:
Name: _________________________
Email: _________________________
Phone: _________________________

Event Description:
Where: ____________________________________
What: _____________________________________
Dates of Event:
Leaving Campus (Date and Time): ________________________________
Returning to campus (Date and Time): ________________________________

How many students/guests are expected to attend this event?
Organization Members: _____
Alumni: _____
Other Students: _____
Non-Trinity Guests: _____

Hotel/Lodging Information
Name of Lodging: ________________________________
Address of Lodging: ________________________________
On-Site Contact Name (Hotel manager): ________________________________
On-Site Contact Phone #: ________________________________

Alcohol can ONLY be consumed if you are using a THIRD PARTY Vendor (with ALCOHOL) while out of town. Please provide the information below if you plan to allow members who are 21 & older to drink.
Name of Vendor: ________________________________
Vendor Contact Name: ________________________________
Address of Vendor: ________________________________
Phone number of Vendor: ________________________________
Date: _________ Start Time: ________ End Time: _________
Available for Purchase: Beer _____ Wine _____ Liquor _____

Updated Fall 2014
What are the risks associated with traveling (getting to and from the event)?

What are the risks of the activities while at destination?

How will you minimize the risk exposure for each of the associated risks? (i.e. What proactive steps will you take prior to and during the event to ensure the safety of your members/guests?)

What is your plan to follow in the event of an emergency?

**Checklist—TO BE COMPLETED BY COORDINATOR OF FRATERNITY & SORORITY LIFE**

Unless noted, all items are due a full week before departing (the Friday before—5 class days)

- □ _____ Arrange beach meeting with Coordinator (10 days out)
- □ _____ Signed Beach form
- □ _____ Guest list/ Sober Monitors (if utilizing a third party vendor)
- □ _____ Authorized drivers
- □ _____ Weekend Itinerary (72 hours before departure)
- □ _____ Emergency Contact Information in an excel spreadsheet (Name of participant, participant phone number, emergency contact, and emergency contact phone number) (48 hours before departure)
- □ _____ Travel Outside the City form filled out by event coordinator (48 hours before departure) (Link found at www.trinity.edu/greekresources)
- □ _____ Online SPRA filled out by every participant (48 hours before departure) (Link found at www.trinity.edu/greekresources)
- □ _____ Transportation lists (24 hours before departure)

**NO EXCEPTIONS WILL BE GRANTED ON DEADLINES**

Advisor Signature: _________________________________  Date Signed: ___________
(Faculty or Alumni Advisor)

Student Signature: _________________________________  Date Received: ___________

Approval Signature: _________________________________  Date Approved: ___________

*Updated Fall 2014*