

**The Florida State University
Greek Social Event Registration**

Organization Sponsoring Event: _____

Type of Event (circle one): Social Date Function Formal Hayride

Other: _____

Theme/Purpose: _____

Place of Event: _____ Date of Event: _____

Time of Event: _____ a.m./p.m. to _____ a.m./p.m.

Attendance Expected: _____ (*Fraternal Information & Programming Group (FIPG) recommends that maximum attendance allowed is equal to 3 times Membership*)

Security Company hired: _____ Number of Security Officers hired _____

Alcohol distribution system (circle one): No alcohol BYOB Third Party Vendor

By signing, I certify I have read, comprehend and will adhere to all applicable local, state and federal laws as well as any University and inter/national headquarters risk reduction policies.

President of sponsoring organization phone number

Chapter advisor of sponsoring organization

President of co-sponsoring organization phone number

Chapter advisor of co-sponsoring organization

President of co-sponsoring organization phone number

Chapter advisor of co-sponsoring organization

This form must be completed and returned to the Greek Life Office (A 4300 University Center) at least 48 hours for NPHC and IFC chapters and at least 72 hours for Panhellenic chapters prior to the event (*Panhellenic requires 3 business days*). A typed, accurate, GUEST LIST must be turned in to the Greek Council Office 24 hours prior to the function, and a typed, accurate ATTENDANCE LIST must be turned in to the Greek Council Office the next business day.

FOR OFFICE USE ONLY

Date and Time turned in: _____

Approved: _____