## THE UNIVERSITY OF ARKANSAS OFFICE OF GREEK LIFE EVENT REGISTRATION FORM

This form must be completed and returned to the Charles & Cappy Whiteside Greek Life Leadership Center, Walton Hall 101 a full 10 (10) business days prior to the event excluding Saturday and Sunday. If this form is not returned with appropriate signatures by the deadline given, your event registration will not be accepted.

## We recommend that the following information be considered when planning a Greek event, whether on or off campus.

- 1. The Office of Greek Life requires a form for all events which have invitations, may use any form of advertisement (including word of mouth, radio, etc.), DJ/Band, cover charge at the door, and/or may be attended by at least 50% plus one of the total membership.
- 2. At least two (2) individuals must be deemed responsible for the event and in attendance for the duration of the event. It is highly recommended that an advisor be present for the event.
- 3. During on-campus events, adequate precautions must be taken to prevent alcohol from being consumed by minors. No alcohol may be brought to any event on campus or in organized student housing. Any registered student organization that sponsors a social event away from campus is obligated to adhere to all local and state laws. It is the responsibility of the sponsoring group(s) to institute measures to assure that minors do not consume alcoholic beverages at off-campus social events.
- 4. Prompt clean-up of the event area (including outside place of event, nearby homes or buildings, bordering streets and parking lots) is a top priority and must be completed immediately following the event.
- 5. The University of Arkansas, as well as other local and state laws including city ordinances must be followed.
- 6. The Office of Greek Life will determine whether your organization will need a University of Arkansas Police Department (UAPD) designated officer(s) present during/throughout your event. The Office of Greek Life will make the request for a UAPD officer(s). The sponsoring organization will be responsible for employing the officers at a time and one-half rate. The number of officers employed will be determined by the Office of Greek Life and the Director of the UAPD. Your chapter MUST contact UAPD two days <u>prior</u> to the event to make sure that an officer will be present.
- 7. If you are completing this form to reserve an interest week/weekend, please complete the NPHC Interest Week Itinerary From in addition to this form.
- 8. Any Greek chapter that sponsors a social event away from campus is obligated to adhere to all local and state laws. It is the responsibility of the sponsoring group(s) to institute measures to assure that minors do not consume alcohol beverages at off-campus social events as well as insure the safety of all guest and members. Documentation should be submitted regarding safety measures for your event (i.e. hired security, etc.).
- 9. Please review the Office of Greek Life Social Guide in regards to disciplinary action may taken if this if any university, state and/or local and state laws policies are violated during or as a result of this social event.

## I have read the following recommendations and agree to consider them when planning my event.

## THE UNIVERSITY OF ARKANSAS OFFICE OF GREEK LIFE NPHC EVENT REGISTRATION FORM

Sponsoring Group(s) \_\_\_\_\_

Day(s) and l	Date(s) of Event(s)			
Time	AM/PM	AM/PM		
Begini	ning Ending	5		
Гheme/Purț	pose of Event			
Location (gi	ive complete address)			
			Street	Apt. No.
City			State	Zip Code
Responsible	e Persons (at least 2 pe	eople):		
Name			Position	Phone # <u>during</u> event/Cellular #
Name	lame		Position	Phone # <u>during</u> event/Cellular #
Person subn	nitting this form		Emai	l
Office Held			Daytime Phone #	
Expected # o	of Guests	Security Hired	l? If so, how n	nany?
Name & Pho	one # of the company	?		
Name & Phone # of the company?				Phone #
Check all th	at apply pertaining to	o this event:		
Indoo	ors Recon	ded Music	Alumni Present	Recruitment Event
Outdo	oorsDJ		Food	
Name of Chapter Advisor to be present			Phone Number	
Signature of Chapter Advisor to be present				Date
FOR OFFICE	USE ONLY:			
Date Received Approved	Time Denied	Recipient		
				Dete
U	Freek Life Staff II be valid when it is comm	lated and signed h	y a member of the Greek Life S	Date Staff

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