The goal of this resource, and its recommended guidance and procedures, is to help you think critically in order to effectively plan and implement Fraternity/Sorority Life (FSL) events.

**Part 1: Registered Social Events**

**Part 2: Social Calendar Scheduling**

**Part 3: WUGO + Reserveaspace.wustl.edu**

**Part 4: Event Packets**

**Part 5: Transportation**

**Part 6: Fire and Electrical Rules**

**Part 7: WUPD and noise**

**Part 8: Guidance on what Constitutes Unregistered Chapter Activity**

**Part 9: Alcohol**

**Part 10: Risk Management Guidance**

**Part 11: Medical Amnesty**

**Part 12: Power Dynamic Mitigation**

**Part 13: Out of Town Formals**

**Part 14: Recommended and Approved Vendors**
# Part 1: Registered Social Events

The following table details the various types of social events that can be registered through Campus Life. Procedurally, registration, as well as all appropriate paperwork, should be turned into Campus Life/submitted online via Washington University Group Organizer (WUGO) by the deadline(s) designated below.

For mixers, it is always acceptable for sororities to mix with other sororities, and fraternities with other fraternities. Additionally, chapters that do not have a house are permitted to host events in on-campus reserve-able spaces outside of the fraternity chapter facilities.

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Event Description</th>
<th>Event registered in WUGO by:</th>
<th>Responsible Contact expectations:</th>
<th>Hired Security(if required, provide contract via WUGO):</th>
<th>Guest List (for invite event requires names of chapter members with their guests listed by hosting chapter member name, and if event with alcohol - include if over or under 21):</th>
<th>Other required forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus Invite Event- with Alcohol</td>
<td>An event with alcohol where members of the sponsoring chapter invite a guest(s). No more than 3 guests per chapter member, and the total number of attendees (including chapter members) at any given time during the event, may never exceed the fire code capacity of the space that the event is held in. Alcohol provided through a Third Party Vendor.</td>
<td>11:59pm two Sundays prior to the event</td>
<td>2 ECs required <strong>for the second EC it is optional to have an EC outside of the chapter for comfort of guests</strong>; 6 RCs (1 Guest Check in; 1 Guest Check Out; 2 Basement/Main Space; 1 Floater; 1 Exit Doors)</td>
<td>Required</td>
<td>Required</td>
<td>Third Party Vendor Contract; List of available food/snacks and appealing non-alcoholic beverages; Risk Management Plan*</td>
</tr>
<tr>
<td>On Campus Mixer- with Alcohol</td>
<td>An event with alcohol sponsored jointly by two organizations. Only members of sponsoring chapters are in attendance (including new members). Each chapter is required to register the event. Alcohol provided through a Third Party Vendor.</td>
<td>11:59pm two Sundays prior to the event</td>
<td>1 EC per chapter; 5 RCs per chapter (1 Guest Check in; 1 Guest Check Out; 1 Basement/Main Space; 1 Floater; 1 Exit Doors)</td>
<td>Required</td>
<td>Not required</td>
<td>Third Party Vendor Contract; List of available food/snacks and appealing non-alcoholic beverages; Risk Management Plan*</td>
</tr>
<tr>
<td>On Campus Sisterhood/Brotherhood Event- with Alcohol</td>
<td>A social event with alcohol where 50% or more of the membership of the one sponsoring chapter is in attendance (including new members). Alcohol provided through a Third Party Vendor. No guests outside of the chapter are in attendance.</td>
<td>11:59pm two Sundays prior to the event</td>
<td>1 ECs; 2 RCs</td>
<td>Required</td>
<td>Not required</td>
<td>Third Party Vendor Contract; List of available food/snacks and appealing non-alcoholic beverages; Risk Management Plan*</td>
</tr>
<tr>
<td>On-Campus Invite Event - DRY</td>
<td>An event where members of the sponsoring chapter invite a guest(s). No more than</td>
<td>11:59 pm the Sunday</td>
<td>1 EC required + optional EC outside of chapter for comfort of</td>
<td>Required</td>
<td>Required</td>
<td>Risk Management Plan*</td>
</tr>
<tr>
<td>Event Type</td>
<td>Details</td>
<td>EC Required</td>
<td>RCs Required</td>
<td>Responsible Contact Training</td>
<td>Risk Management Plan</td>
<td></td>
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</tr>
<tr>
<td>On-Campus Mixer - DRY</td>
<td>An event sponsored jointly by two organizations. Only members of sponsoring chapters are in attendance (including new members). Each chapter is required to register the event.</td>
<td>Not required</td>
<td>Not required if chapter has done Responsible Contact training</td>
<td>Required</td>
<td>Risk Management Plan*</td>
<td></td>
</tr>
<tr>
<td>On-Campus Sisterhood/Brotherhood Event - DRY</td>
<td>A social event on-campus where 50% or more of the membership of the one sponsoring chapter is in attendance (including new members). No guests outside of the chapter are in attendance.</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Required</td>
<td>Risk Management Plan*</td>
<td></td>
</tr>
<tr>
<td>Off Campus Event - with alcohol</td>
<td>An event where members and/or non-members are in attendance at an off-campus venue. Venue agrees to and signs WUSTL Venue Agreement. Venue serves alcohol. No more than 3 guests per chapter member, and the total number of attendees (including chapter members) at any given time during the event, may never exceed the fire code capacity of the space that the event is held in.</td>
<td>Required</td>
<td>Required</td>
<td>Signed Venue Agreement; Signed Venue Contract; List of available food/snacks and appealing non-alcoholic beverages; Signed Transportation contract; Confirmation of registration with Parking and Transportation; Risk Management Plan*</td>
<td></td>
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<td>Off Campus Event - DRY</td>
<td>An event where members and/or non-members are in attendance at an off-campus venue. Venue agrees to and signs WUSTL Venue Agreement. No alcohol is served. No more than 3 guests per chapter member, and the total number of attendees (including chapter members) at any given time during the event, may never exceed the fire code capacity of the space that the event is held in.</td>
<td>Required</td>
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<td>Signed Venue Agreement; Signed Venue Contract; Signed Transportation contract; Confirmation of registration with Parking and Transportation; Risk Management Plan*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*One Risk Management Plan for each event type will be collected by the Graduate Assistant for FSL at the beginning of the semester. FSL staff will keep these plans on file and assume that the appropriate one is being applied to each event type when hosted by a chapter.

**Washington University Fraternity & Sorority Life Spring 2020 Social Chair Event Registration Agreement**

*referenced in FSL SEM policy and signed by chapter social chairs at the beginning of each semester*

**Name (please print):** ____________________________

**Chapter:** _____________________________________________________________________

**By signing below, I acknowledge my understanding that:**

- I may only register social events for the dates and event types (on or off-campus) that my chapter has reserved on the Social Event Calendar
- I must register the event on WUGO **no later than 11:59pm on the Sunday preceding the event** for:
  - Dry On-Campus Invite Event
  - Dry On-Campus Mixer
  - Dry On-Campus Sisterhood/Brotherhood Event
- I must register the event on WUGO **no later than 11:59pm two Sundays preceding the event** for:
  - On-Campus Invite Event with Alcohol
  - On-Campus Mixer with Alcohol
  - On-Campus Sisterhood/Brotherhood Event with Alcohol
  - Dry Off-Campus Event
  - Off-Campus Event with Alcohol
- I may submit on WUGO (and must do so by the deadline) even if I do not have all necessary documents, but all of the necessary documents are due via email **no later than 48 hours in advance for Thursday and Friday events and no later than Thursday at noon for Saturday events**
- It is my responsibility to ensure that I send in all necessary documents. Campus Life staff may contact me to confirm what documents are missing, but it is ultimately up to me to keep track of what I need for my event. I can keep track of what I need to send to Campus Life by checking the FSL Social Event Calendar (a Google spreadsheet) for my chapter’s events (Xs denote items I still need to submit, Cs denote items I need to submit and have)
- My chapter’s events are subject to cancellation if I do not submit my WUGO form on time OR if I do not send in all necessary documents by the deadline
- As the primary person to register social events for my chapter, I acknowledge that emergencies and unforeseen circumstances may come up that make timely event registration challenging for me to achieve. To proactively prepare for these situations, it is my full responsibility to have a backup person in my chapter who can handle and competently complete event registration with little to no notice should I need to delegate my responsibilities due to unforeseen circumstances. As a result of this expectation, I understand that my inability to complete event registration in a timely manner due to unforeseen circumstances will not serve as a valid excuse for my chapter missing the above-detailed event registration due dates and times.
- I will provide the Graduate Assistant for FSL with a chapter Risk Management Plan for each type of registered FSL social event
- I have read and understand the Social Event Management Policy and know where to locate it online
- Unregistered activities and hard alcohol at events/activities will be addressed with a monetary fine of at least $250 and/or a period of social probation
Part 2: Social Calendar Scheduling

- The IFC and WPA Director and Vice President of Programming, respectively, are to run the Social Event Draft towards the start of each semester, before the first night of registered events occurs.
- If at any point a fraternity or sorority would like to add an event and/or change the date of a previously scheduled event after the Social Event Calendar has been created, they will submit the proposed change to the Graduate Assistant for FSL and Associate Director for Campus Life – Fraternity/Sorority Life. **If the proposed change is able to be approved and the event is subsequently registered and approved, then the event can take place.**
- A fraternity or sorority wanting to cancel a registered event should notify the Graduate Assistant for FSL and Associate Director for Campus Life – Fraternity/Sorority Life prior to the event’s registration deadline.
- No social events will be scheduled on the following dates during the Spring 2020 Semester:
  - Spring Break – March 12-14, 2020
  - Thurtene – April 16-18, 2020
  - WILD – April 24, 2020

Part 3: WUGO + Reserveaspace.wustl.edu

- All Social Events hosted by a fraternity or sorority are submitted through Event Builder on WUGO. The designated chapter event planner should log in to wugo.wustl.edu, select their organization’s WUGO page (this will be labeled as “Inter/national Chapter Name – Campus Designation”), select “Events”, then “+ Create Event”.
  - Only officers within the organization who have been granted permission to create events will be able to create events and submit events for approval. To give permission, an administrator for the organization’s WUGO page will need to grant permission to the necessary officers. Information on how to manage a WUGO roster is available via the welcome page of wugo.wustl.edu.
  - The WUGO form also allows you to attach all forms detailed in the above “Types of Events” section
  - On WUGO, every event should be titled in the following format: EVENT DATE AS MO-DAY-YR / EVENT TYPE / CHAPTER(S)INVOLVED (e.g., 03-26-30 / Dry Mixer / Tri Delt & FIJI)
    - For mixers, each organization should list the co-sponsoring organization when submitting the event registration.

- On-Campus Reserved Space: A chapter may host a social event on campus in a reserved space. Sponsoring organizations are responsible for reserving the space prior to submitting their WUGO Event Builder Form. WUGO Event Builder is an independent system from the on-campus space reservation system. It is the responsibility of the sponsoring organization(s) to be knowledgeable of the restrictions and regulations of their reserved space as additional rules may apply. Below is the web address to make reservations in spaces through Event Management. Space Reservations can be made through https://reserveaspace.wustl.edu/.
Part 4: Event Packets

- For all events with hired security, Campus Life staff will prepare an event packet for the security company. This packet will include:
  - Wristbands (if alcohol is being served) with one color for those who are 21 years or older and another color for attendees who are under 21
  - Membership roster of each sponsoring organization (if a mixer)
  - Guest List (if any invite event)
  - Post-event evaluation form for hired security company
  - Post-event evaluation form for Event Captain
  - List of Event Captain and Responsible Contact names and contact info.
- If there will be security at the event, the event packet will be left at the WUPD station on the South 40 for pick up by a member of the security staff hired for the event. The security guard should also drop the packet off where it was picked up at the end of the event.
  - If there is not security, the event packet will be picked up by the hosting chapter(s) at the front desk of the Danforth University Center (DUC) Suite 270. Packets should be picked up no later than 5pm on the business day closest to the event (i.e., Thursday and Friday for events on those days, Friday for events on Saturday). Event packets should be returned to DUC 270 by 5pm the business day following the event.
  - At the end of the event, the completed post-event evaluation forms, guest list, and extra wristbands should be placed back in the packet.

Part 5: Transportation

- In registering transportation for off-campus events, chapters complete the following two-step process:
  - Contract transportation with a bus company (e.g., Student First, UShuttle). A copy of the contract with the transportation company gets attached to the WUGO Event Registration form.
  - Register the transportation through WashU's Parking and Transportation Office via the following form: https://parking.wustl.edu/services/charter-buses/charter-bus-registration-form/. A screen shot of the completed registration is attached to the WUGO Event Registration form.
- Attendees should use the provided transportation both to and from events, regardless of whether or not the event will have alcohol.
- Event Captains and Responsible Contacts should monitor the boarding and unloading of buses.
  - Security Guards, Event Captains and Responsible Contacts should prohibit individuals who are visibly intoxicated from boarding buses.

Part 6: Fire and Electrical Rules

Below is the form mentioned in the FSL SEM policy, and signed by each chapter at the beginning of each semester regarding their agreement to follow University fire and electrical rules during FSL events.

Fraternities and sororities will follow precautions listed in the Social Event Fire & Electrical Rules to ensure your group’s safety, the safety of guests and University property.
Fire Rules:

1. Smoking WILL NOT be permitted in the building per University policy.
2. Open flames, (candles, and incenses) fireworks, lanterns or bottled gas (including propane) WILL NOT be allowed.
3. Oil-based paints, stains and any flammable spray material WILL NOT be used. This includes foam materials in pressurized cans.
4. Decorations and furnishings of an explosive or highly flammable character WILL NOT be used.
   a) Decorations and furnishings fire-retardant coatings shall be maintained so as to retain effectiveness under actual use.
   b) Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant and have paperwork showing fire retardation rating. Paperwork to show retardation must be submitted to the Associate Director of Campus Life - Fraternity/Sorority Life with submission of this form.
   c) Failure to submit paperwork may result in building closure until the material is proven to be fire-retardant or removed if not. In addition, it may be necessary to pass a physical fireproof inspection conducted by the University Environmental Health & Safety Office or the Clayton Fire Marshall.
   d) Even though the buildings are sprinkled, decorations must be fire resistant. Decorations are recommended to not cover more than 10% of the walls. If the event has more than 10% of the walls covered, the Associate Director for Campus Life - Fraternity/Sorority Life needs to be informed at the time of submission of the is form and approve the exception.
   e) Following are examples of materials that are prohibited from use: Straw, trees, branches, muslin, garbage bags, paper-mache products, plastic products and any tenting material that is not accompanied by paperwork showing fire retardation rating.
5. Decorations and furnishings will only be allowed in “common” areas of the building and not individual living quarters.
6. Decorations and furnishings WILL NOT be allowed in any exit/access corridor or stairway, nor will they obstruct the visibility thereof.
7. Decorations and furnishings WILL NOT obstruct any exit/access door to the building (interior or exterior).
8. Decoration and furnishings WILL NOT cover or block any exit/egress doors, lights, exit-light, fire extinguisher, fire alarm pull stations, smoke detector or sprinkler head.
9. Ceiling tiles WILL NOT be removed, penetrated or altered from their original position on the ceiling.
10. Smoke making or producing machines WILL NOT be used in the building.
11. Automatic Sprinkler systems or their sprinkler heads WILL NOT be covered, used to hang items from, or tampered with in any manner so that they will not activate or work properly in the event of a fire.
12. Fire Alarm Pull Stations and Detection systems WILL NOT be tampered with, disarmed, or disabled so that they will not activate in the event of fire or smoke.
13. Smoke Detection systems WILL NOT be tampered with, disarmed, or disabled so that they will not activate in the event of smoke in the building.
14. Fire rated doors in the building will not be held or propped open in any fashion that will not allow them to close automatically in the event of a fire.
15. Occupancy of events on campus is 150 guests, including membership of the hosting organization.

Electrical Rules:
(1) Industrial 3-pronged extension cords MAY BE USED TEMPORARILY (the event only) on the interior or exterior of the building. Power strips with surge protection are recommended for indoor use only. Extension cords must have the proper wire gauge to carry the amperage load. Ground fault interrupter should be used.

(2) If additional lighting is to be used during a party it must be installed by either University Maintenance or a contracted and certified electrician. A document to show who installed the wiring must be available at the site of the social event.

(3) Lights and emergency lighting WILL NOT be replaced with blue or black lights.

I HAVE READ, UNDERSTAND AND WILL ENSURE COMPLIANCE WITH THE SOCIAL EVENT FIRE & ELECTRICAL RULES.

CHAPTER: ________________

SOCIAL CHAIR ________________ DATE: ________________

HOUSE MANAGER ________________ DATE: ________________

Updated 1/7/15

**Part 7: WUPD and noise**

Typically, WUPD Officers will respond to complaints of amplified sounds. It will be at the responding officer’s discretion to determine if the amplified sounds are causing a disturbance to the surrounding area, and they may take action. The police officer responding to a first complaint of disturbing amplified sound should explain to the individuals or organization(s) responsible for the sound the nature of the complaint and advise them to reduce the amplification or turn it off, and then issue them a verbal warning. If there are subsequent complaints, or if the person/group refuse(s) to cooperate, officers shall direct the amplified sound to be turned off immediately, complete a report, and forward the report to the Associate Director for Campus Life – Fraternity/Sorority Life.

**Part 8: Guidance on what Constitutes Unregistered Chapter Activity**

The following provides additional guidance in relation to the Social Event Management Policy's expectations for registered events and unregistered chapter social activities. From the cases heard by the FSL Standards Board, unregistered activities often, but not exclusively, are indicated by the following characteristics:

- Presence of alcohol
- Distribution of alcohol
- Alcohol purchased using chapter funds
- Noise complaint
- Use of chapter name
- Use of chapter communication network(s) (e.g., social media, collecting funds for social activity through a chapter cash collection/exchange app)
- Scheduled in advance
- Use of risk management protocol
- An organized social gathering that occurs in an on-campus chapter house or suite, or off-campus location where members of the organization live
- Gathering is being hosted or planned by one or more members of the chapter and supported by chapter members
- Gathering is being financed by the chapter
- Officers have prior knowledge of the gathering
- Gathering is advertised via a chapter social media account (official or unofficial)
- Gathering is listed on the chapter’s calendar
- Gathering is talked about/promoted at a chapter meeting or over a chapter listserv
- Members attempt to rename the gathering in order to give the appearance that it isn’t associated with the chapter
- If the guests were stopped on their way to the gathering, they would say they were going to the chapter’s gathering/party
- Gathering is actively or passively endorsed by a majority of the chapter
- Members of the chapter lied about the gathering in some way

Other incident characteristics may be determined to be unregistered social activities at the discretion of the FSL Standards Board.

**Part 9: Alcohol**

- Note the following stipulations regarding hard alcohol for FSL chapters created by the FSL Standards and Social Event Management Advisory Boards:

  *If a chapter is found in violation of having hard alcohol at any registered or unregistered chapter social activity, governing FSL councils and chapters would be notified and chapters would be encouraged to consider not having social events with the organization found responsible for the hard alcohol violation.*

- For events that are registered with alcohol, chapters should not allow glass bottles to be served or present

- Recommended steps for ID checking
  
  - Upon arriving at the registered on or off-campus social event with alcohol, guests’ valid identification should be checked by hired security staff member(s); venue staff could also check IDs at off-campus events.
  - The line to enter the event should be in a well-lit area and well-organized by the sponsoring chapter’s Event Captain/Responsible Contacts
  - All guests and members in attendance at an event with alcohol receive a wristband. Individuals under the age of 21 receive a wristband of a different color from those 21 and over who are planning to purchase and consume alcohol from the Third Party Vendor.
Recommended Bar Procedures

- The Event Captain(s), Responsible Contacts, and hired security staff should ensure alcohol does not leave the event.
- For events with alcohol, the chapter member or guest purchases the drink with their own personal funds. The licensed bartender only serves alcoholic beverages to members or guests who have wristbands indicating they are 21 years of age or older. Once the licensed bartender has determined that the member or guest is of legal drinking age, then the bartender may serve the member or guest alcohol. In the event that a tabbed wristband is being utilized, the bartender takes the tab from the member or guest’s wristband in exchange for the drink. Lost tabs are the responsibility of the member or guest.
- Bartenders should never serve anyone who is intoxicated, or impaired by other substances.

Additional Recommendations

- For mixers, whenever the inter/national bylaws of the co-sponsoring chapters permit it, both chapters should contribute equally to the cost of the hired security and Third Party Vendor service.
- For on-campus events, alcohol should only be distributed and consumed in common spaces. It should never be distributed or consumed in living quarters.
  - During events, chapter members living in the house who have alcohol in their rooms should lock their rooms, or if chosen to be left open, should opt to take their alcohol to a room that will remain locked. Additionally, provided funds, chapters should buy a trunk/storage container in which chapter members’ alcohol would be locked away during an event.
- The host chapter(s) should have food and equally-attractive non-alcoholic beverages that will be presented in one visible and easily accessible location.
  - Food and non-alcoholic beverages should be present in quantities that allow all attendees of legal drinking age choosing to drink to do so responsibly. Breads, meats, cheeses, vegetables, cookies, subs, pizzas, brownies, fruits, and dips are recommended foods. Chapters should avoid salty foods, as these types of foods often encourage higher levels of beverage consumption.
  - For example, one method of providing adequate drinks is to provide enough cups for all guests and provide access to the soda machine (if applicable).
- If a member or guest becomes ill or sick, whether alcohol related or not, the chapter should take all reasonable efforts to provide help and to call EST for assistance (314-935-5555) on-campus; and 911 off-campus.
- As a reminder, University housing policy does not allow alcohol to be consumed outside an event’s or house’s physical boundaries.

Part 10: Risk Management Guidance

Section 1: Event Captains and Responsible Contacts

Event Captains are designated chapter members for each registered event that provide leadership for that event's Responsible Contact team and risk management practices. The Event Captain adds a level of accountability and leadership to the chapter’s team of Responsible Contacts helping to implement and manage risk at an event. Operating under the leadership of the Event Captain(s), Responsible Contacts are
chapter members who monitor risk management during registered events, ensure policies are being followed, and intervene to assist in situations where members or guests are in need of support, including calling EST or 911. **Event Captains and Responsible Contacts should always call EST or 911 if directed to do so by a hired security staff member.** When unwanted touching, aggressive behavior, or sexual harassment is observed by an Event Captain or Responsible Contact, they should enact one of the “3Ds” of bystander intervention, if they feel safe doing so:

1. **Direct:** This approach just means you are directly interacting with the people involved in the situation and addressing that you are concerned. It may be a confrontation “Hey – what are you doing?”, or it may just be checking in with a friend “Are you OK?”. Direct can be checking in with the person doing the harmful behavior or the person whose safety you’re concerned for.

2. **Distract:** This approach’s focus is diversion. If you see a situation and can think of a way to divert the attention of the people in the situation, distract is a good option. Sometimes all a situation needs in order to diffuse is a diversion.

3. **Delegate:** When you recognize a harmful situation and you may be uncomfortable saying something yourself or you feel like someone else is better suited to handle it (i.e., a friend, police, bartender, security guard), delegate is a good option. Here you are asking someone else to help in the situation. This approach also makes someone else aware of what is going on and that something needs to be done.

Event Captains should be selected based off of their knowledge of chapter members and effective risk management practices (through either a selection by the chapter’s leadership or through a chapter vote). A minimum of 3 members of the chapter will be trained to be Event Captains each semester. There is no maximum on how many members can be Event Captains, as long as they have gone through the proper training. All Event Captains complete a comprehensive training program through Campus Life. Event Captains are executive board members or general initiated members, not new/associate/uninitiated members. The number of Event Captains and Responsible Contacts will vary by event type.

Each week, Event Captains and Responsible Contacts will receive an email from Campus Life staff reminding them of their upcoming registered social event and responsibilities as an Event Captain or Responsible Contact. If the event is a mixer between two chapters, the Event Captains and Responsible Contacts from both organizations will be included on this email. **For mixers, Event Captains for the two chapters should coordinate a meeting between themselves and all Responsible Contacts 30 minutes prior to the mixer.** The purpose of the meeting will be to make introductions, establish expectations for working together to create a safe environment, and discuss each person’s responsibilities for the event.

For each event, the Event Captain will wear a blue t-shirt with white lettering in order to be recognizable in their leadership position. At the conclusion of any event with hired security, the Event Captain(s) completes the paper event evaluation for security form that comes with the event packet. The evaluation goes back in the packet once completed.

**Section 2: Hired Security**

The security company will pick up and drop off the event packet from the WUPD station on campus. If the event is one with alcohol, separate colored/patterned wrist bands for attendees over and under 21 years of age will be in the packet and distributed, either by hired security or the off-campus venue (if off-campus, ideally the venue will be checking IDs). If tabbed wristbands are used, hired security will also oversee the distribution of tabbed wrist bands to those who are 21 and over, and opting to drink.
All Event Captains and Responsible Contacts meet hired security 30 minutes before event (or 30 minutes before buses leave if the event is off-campus). Following the event, and prior to returning the event packet to WUPD, hired security completes the paper event evaluation form that comes with the event packet.

Section 3: Washington University Police Department

Washington University Police Department (WUPD) will play a key role in the support and monitoring of on-campus events. This will include enforcing policy at these events, at times shutting them down and reporting the incident to Campus Life if policy is violated. WUPD will complete a CAD or formal police report to document any concerns or notable incidents at an event. WUPD will send these detailed CADs or formal police reports to Campus Life staff.

NOTE: If it should become necessary to alter or end an event for any reason (as determined by the hosting chapter or WUPD), it is the responsibility of the Hired Security, Event Captains and Responsible Contacts to bring the event to a peaceful conclusion. All IFC fraternity members are permitted to return to the student resident areas.

Section 4: On-Campus Risk Management Expectations

On-campus Invite Events, dry or with alcohol, are have hired security. On-campus Mixers with alcohol are have hired security. Dry on-campus Mixers do not have to have hired security if the chapter has completed the Responsible Contact training for the year. If chapters who have received the Responsible Contact training are found responsible of repeated conduct violations from dry Mixers, the expectation of having hired security at their dry Mixers may be reinstated. For all Mixers, the co-hosting organizations' Event Captains and Responsible Contacts should work closely together on all aspects of event implementation and monitoring.

IFC Fraternity check-in protocol for events in IFC chapter houses: In the past, when an IFC fraternity hosts an event in their house, their members have not checked in prior to entering the event. Because of this, IFC fraternity members are not as frequently monitored by Event Captains & Responsible Contacts as guests to the house who have to “check in” to get into an event. Within the first half hour of the event, IFC fraternity men in the hosting IFC house should “check in” with the Responsible Contact working the entry door. The objective of this check in is to provide the Event Captain or Responsible Contact with necessary information such as the member’s level of safety. This process would mimic the monitoring that IFC house event guests experience, creating a better sense of community, while providing Event Captains with more information. A chapter roster could be used to check these members in.

- Event Captain guidance:
  - Ensure meeting occurs with Responsible Contacts and hired security 30 minutes prior to registered event. When registered event is a mixer, this meeting should also include the Event Captain and Responsible Contacts from the co-sponsoring chapter.
  - Ensure that there is only 1 point of entry and exit for the event (should be the front door if event is in an IFC Fraternity House)
  - For events where a chapter(s) has 2 Event Captains, one Event Captain from each organization involved should be stationed outside of the house to monitor the Responsible Contacts and proper guest check in and check out. This Event Captain should also help check the sobriety of the members before they enter the house. The other Event Captain for that organization should be stationed inside the house, and overseeing the Responsible Contacts with inside duties.
Fraternity/Sorority Life Social Event Guidance – Spring 2020

- Oversee Responsible Contacts in and outside of the event and hold them accountable to Social Event Management policies and risk management expectations; per FSL SEM policy, **Event Captains and Responsible Contacts remain sober and present for the entire registered event**
- Ensure that no hard alcohol is present
- Enact an intervention in circumstances where policy is being violated or safety is being compromised
  - Examples of policy violations include: guests attending who are not on the event guest list; hard alcohol being served or consumed; alcohol at a registered dry event; someone trying to withhold medical support from a student in need
- Support guests in feeling safe and staying connected to students they know at the event
- Ensure that the house is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests
- **Always call EST for chapter members or guests in need – if in doubt on whether the call should be made, Event Captains are to always make the call**
- Serve as the event’s primary point of contact with WUPD, Campus Life staff, and hired security. During the event, an Event Captain should have at least one check in with the WUPD officer assigned to Fraternity/Sorority Life social events for that day or night.
- Ensure that mixers or other registered social events do not turn into “open” events

- **Responsible Contact guidance:**

  - There are 5 distinct recommended Responsible Contact roles, which are detailed below. General responsibilities of ALL Responsible Contacts include: attending the meeting 30 minutes prior to the registered event with hired security, and members of the co-sponsoring organization if the event is a mixer; supporting guests in feeling safe and staying connected to students they know at the event; intervening in situations where policy is being violated or safety is being compromised; ensure that the house is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests

1. **Entry/Exit Door – GUEST CHECK IN**
   - Work with hired security (if applicable) to ensure that only students on the guest list are allowed to enter (including chapter members).
     - If this is a dry Mixer without hired security, the Responsible Contact should ensure that guest lists (i.e., chapter rosters) are used correctly and followed (i.e., only people on the list are let into the event); sign in all guests who attend the event, never allow the mixer to turn into an open event, and make sure checked off guest list is returned to Campus Life the following business day.

     For dry Mixers, each chapter should have their own separate guest list being checked by a Responsible Contact in that chapter.

     - Make certain that members of the hosting chapter are checked into event, and that each guest is checked in and their identification verified by checking their ID card against the guest list.
     - The way the hosting chapter members and guests should be checked in is by them initialing next to their name on the guest list. This helps to ensure
guest list accuracy and is a good way to discern guests’ sobriety by asking them to sign their initials.

- Ensure that no guest of a chapter member (or chapter member) is bringing in alcohol to the event. If alcohol is found, confiscate and dispose of the alcohol, and ensure that guest does not attend the event.
  - In order to increase the normality of this practice, Responsible Contacts should repeatedly mention that this is within their domain of responsibility, and regularly check non-concerning and concerning members as they enter events
- Ensure that the entry area is well lit, and that the line into the house/space is well organized
- Support hired security in ensuring that students in line to get into the house/space do not enter if they are disruptive or intoxicated. If intoxicated, ensure students get the support they need to safely leave the house/space; this includes always calling EST as needed – if in doubt on whether the call should be made, Responsible Contacts are to make the call to EST

2. Entry/Exit Door – GUEST CHECK OUT

- If guests are not exiting the event, assist Guest Check in Responsible Contact with any of their responsibilities as requested
- As guests are leaving event, check with them to make sure they have a way of getting to their next destination in a way that feels comfortable for them.
- Monitor for guests’ sobriety
  - If intoxicated, ensure students get the support they need to safely leave the house/space; this includes always calling EST as needed – if in doubt on whether the call should be made, Responsible Contacts are to make the call to EST

3. Basement/Primary social space

- Monitor for members and guests who are intoxicated and need support; this includes always calling EST as needed – if in doubt on whether the call should be made, Responsible Contacts are to make the call to EST
- Monitor for members and guests who are behaving in a disruptive or aggressive manner, and intervene in a way that feels safe
- If a registered event with alcohol – monitor the Point of Alcohol Distribution as follows
  - Monitor the integrity of the alcohol distribution process by ensuring students are not giving drink tickets away (if wristbands are tabbed)
  - Monitor for students under 21 drinking alcohol
  - Ensure hard alcohol is not present
  - Assist hired bartender if help with the line for alcohol is requested
  - Under no circumstances is a student to aid in the serving of alcohol

4. Exit Door(s)
• Ensure that students are not entering or exiting registered event out of doors other than the one designated entry/exit door (this includes basement level doors that lead to shared areas between houses)

5. Floater

• Help the Exit Door(s) responsible contact ensure that students are not entering or exiting registered event out of doors other than the one designated entry/exit door (this includes basement level doors that lead to shared areas between houses)

• **Make sure that guests are NOT being taken to areas of the house not designated for the social event (e.g., private rooms, hallways on upper floors)**

• Monitor for members and guests who are intoxicated and need support; **this includes always calling EST as needed – if in doubt on whether the call should be made, Responsible Contacts are to make the call to EST**

• Monitor for members and guests who are behaving in a disruptive or aggressive manner, and intervene in a way that feels safe

• Hired Security expectations:
  
  o Event with Alcohol – 3 guards
    • 2 at the door to check IDs and assist with check in processes; 1 guard at the door should coordinate with the floater guard to frequently monitor the designated point of alcohol distribution.
    • Make sure that members of the hosting chapter are checked into event, and that each guest is checked in and their identification verified by checking their ID card against the guest list.
    • The way the hosting chapter members and guests should be checked in is by initialing next to their name on the guest list. This helps to ensure guest list accuracy and is a good way to discern guests’ sobriety by asking them to sign their initials.
    • Ensure that no guest of chapter member (or chapter member) is bringing in alcohol to the event. If alcohol is found, confiscate and dispose of the alcohol, and ensure that guest does not attend the event.
    • 1 floater to ensure only one point of entry to the house/space, one point of alcohol distribution, and assist Event Captain/Responsible Contacts with managing risk; the floater should coordinate with one of the guards at the door to frequently monitor the designated point of alcohol distribution.
    • Monitor stairs for unsafe situations and guests going up to members’ rooms

  o Event without Alcohol – 1 guard
    • Assist with guest management at the door, and assist in regulating the expectation of no alcohol – meaning that no one brings alcohol into the event, and that no alcohol is provided at any point during the event.
    • Make certain that members of the hosting chapter are checked into event, and that each guest is checked in and their identification verified by checking their ID card against the guest list.
    • The way the hosting chapter members and guests are to be checked in is by initialing next to their name on the guest list. This helps to ensure guest list
accuracy and is a good way to discern guests’ sobriety by asking them to sign their initials.

- Ensure that no guest of chapter member (or chapter member) is bringing in alcohol to the event. If alcohol is found, confiscate and dispose of the alcohol, and ensure that guest does not attend the event.
  - If a hired security guard is concerned with a behavior, they should first communicate with the Event Captain to address the situation. In the event that coordinating with the Event Captain or Responsible Contacts does not stop the issue, the hired security guard should contact WUPD, 314-935-5555.

- **WUPD expectations:**
  - Monitor Upper and Lower Row to ensure that registered social events are the only events happening in houses. If an unregistered event is discovered, shut down immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.
  - Monitor registered social events to ensure they are not becoming “open” parties. If an “open” party is discovered, shut down immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.
  - If hard alcohol, common source alcohol, or multi gallon distribution is discovered at a house or social event (registered or unregistered), shut down immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.
  - Check in with each registered event’s Event Captain during the course of their event to ensure they have the support they need. Ensure that Event Captain is sober, and if not, shut down event immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.

### Section 5: Off-Campus Risk Management Expectations

- **Event Captains expectations:**
  - Ensure meeting occurs with Responsible Contacts and hired security 30 minutes prior to buses departing. When registered event is a mixer, this meeting should also include the Event Captain and Responsible Contacts from the co-sponsoring chapter.
  - Oversee Responsible Contacts and hold them accountable to Social Event Management policies; per FSL SEM policy, Event Captains and Responsible Contacts remain sober and present for the entire registered event.
  - Ensure that no hard alcohol is present. This includes seeking support from hired security to address the venue’s bar staff if they are serving hard alcohol.
  - Enact an intervention in circumstances where policy is being violated or safety is being compromised.
    - Examples of policy violations include: guests attending who are not on the event guest list; hard alcohol being served or consumed; alcohol at a registered dry event; someone trying to withhold medical support from a student in need.
  - Support guests in feeling safe and staying connected to students they know at the event.
  - Work with venue staff to ensure that the venue is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests.
  - Always enlist the assistance of hired security or call 911 for chapter members or guests in need of support or medical attention – if in doubt on whether the call should be made, Event Captains are to make the call.
Serve as the event’s primary point of contact with venue staff, Campus Life Staff, and hired security.

Support hired security in monitoring for intoxicated students getting on bus to event. Work with hired security and Responsible Contacts to ensure that intoxicated students do not attend the registered event, and receive the support they need on campus, such as calling EST.

- Responsible Contact expectations:
  - Responsible Contacts should be divided into three primary groups, which are detailed below. General responsibilities of ALL Responsible Contacts include: attending the meeting with hired security 30 minutes prior to buses departing -- members of the co-sponsoring organization should attend this meeting if the event is a mixer; supporting guests in feeling safe and staying connected to students they know at the event; intervening in situations where policy is being violated or safety is being compromised; ensure that the venue is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests

1. Entry/Exit Door
   - Support hired security or venue staff in ensuring that only students on the guest list are allowed to enter
   - Make certain that members of the hosting chapter are checked into event, and that each guest is checked in and their identification verified by checking their ID card against the guest list.
   - The way the hosting chapter members and guests should be checked in is by initialing next to their name on the guest list. This helps to ensure guest list accuracy and is a good way to discern guests’ sobriety by asking them to sign their initials.
   - Ensure that no guest of chapter member (or chapter member) is bringing in alcohol to the event. If alcohol is found, confiscate and dispose of the alcohol, and ensure that guest does not attend the event.
   - Ensure that the entry area is well lit, and that the line into the venue is well organized
   - Support hired security in ensuring that students in line to get into the venue do not enter if they are disruptive or intoxicated; also monitor for students who need support who are leaving the event. If intoxicated, ensure students get the support they need to safely leave the venue; this includes calling 911 as needed – **if in doubt on whether the call should be made, Responsible Contacts are to make the call**

2. Point of Alcohol Distribution
   - Monitor the integrity of the alcohol distribution process by ensuring students are not giving drink tickets away (if tabbed wristbands are used)
   - Monitor for students under 21 drinking alcohol
   - Ensure hard alcohol is not present
   - Assist bartender if help with the line for alcohol is requested
   - Under no circumstances is a student to aid in the serving of alcohol

3. Floater
• Ensure the students are not entering or exiting registered event out of doors other than the one designated entry door
• Monitor for members and guests who are intoxicated and need support – this includes calling 911 – if in doubt on whether the call should be made, Responsible Contacts are to make the call
• Monitor for members and guests who are behaving in a disruptive or aggressive manner, and intervene in a way that feels safe

• Hired Security expectations:
  o Event with Alcohol:
    • 2 guards at entrance to apply wristbands and check IDs if needed (ideally venue will check IDs)
    • Make certain that members of the hosting chapter are checked into event, and that each guest is checked in and their identification verified by checking their ID card against the guest list.
    • The way the hosting chapter members and guests should be checked in is by initialing next to their name on the guest list. This helps to ensure guest list accuracy and is a good way to discern guests’ sobriety by asking them to sign their initials.
    • Ensure that no guest of chapter member (or chapter member) is bringing in alcohol to the event. If alcohol is found, confiscate and dispose of the alcohol, and ensure that guest does not attend the event.
    • 1 guard at each alcohol distribution point (should only be 1 distribution point); ensure no hard alcohol is being served – beer and wine only
    • 1 guard for every 100 attendees to rove and provide relief to other guards
    • 1 guard for each bus (if buses are only making one trip to venue and from venue, we can use those guards as the rovers. If buses are shuttling, they stay with bus)
  o Event without Alcohol – Consult with Campus Life staff overseeing event registration to determine what guard staffing may be needed
  o If a hired security guard is concerned with a behavior, they should first communicate with the Event Captain to address the situation. In the event that coordinating with the Event Captain or Responsible Contacts does not stop the issue, the hired security guard should contact staff at the off-campus venue.
  o Monitor for intoxicated students getting on bus to event. Work with Event Captain to ensure that intoxicated students do not attend the registered event, and receive the support they need on campus.

Section 6: Role of Campus Life staff holding the FSL Duty Phone

• At any point in time Thursday-Saturday during the evenings while registered social events are occurring, the Campus Life staff member holding the duty phone may stop by campus and check in on how events are proceeding. While on campus, points of contact for the Campus Life staff member should be the WUPD liaison to FSL events for the night, and Event Captains for chapters with registered events.
• If there is any issue with closing down an event (per above guidance in this document), WUPD may call the FSL Duty phone to request support from CL staff member, who can contact chapter leadership if it is helpful to the situation.
Fraternity/Sorority Life Social Event Guidance – Spring 2020

- If WUPD has a question on whether or not an event should be shut down, they will consult with the Campus Life staff member holding the duty phone.
- Chapter leadership should call the FSL duty phone if the following conditions are present at the event (rely on the “HHEALS” acronym):
  - Physical Harm: hospital transports or serious injury
  - Mental Health: as University employees, IFC fraternity house managers are best trained to call for these incidents; Presidents or Event Captains may also call to seek support for member or guest mental health concerns (e.g., panic attack, ideation of or plan to act on harm to self or others)
  - Event Closing: event has been closed down due to policy or safety reasons
  - Alarm: the fire alarm has gone off in an on-campus facility
  - Lockout: South 40 and Village kiosks should be tried first, then call House Manager on call; only then call FSL duty phone if these efforts have not worked
  - Structural Damage: significant and urgent damage to an on-campus facility (e.g., flooding, burst pipe)

Section 7: Ending an On-Campus Event

Per FSL SEM policy, music is to be shut off either at 1:15am or fifteen minutes prior to the scheduled ending time if event ends before 1:30am. At that time, the Event Captain(s), Responsible Contacts, and hired security guards should begin telling guests the event has concluded and mobilize everyone toward to the door. For registered mixers, all chapters’ Event Captains and Responsible Contacts should participate in this process. As guests are departing, every effort should be made to ensure that guests get home safely. Departing guests are never obligated to leave the event with a member of the hosting organization(s). All guests should be off chapter premises/out of event space no later than 1:45am. The Event Captain(s) and Responsible Contacts should make several rounds through the building to ensure all guests have departed, and that the building is secure for the evening.

The following progression should occur for on-campus events:

- **11:45pm**: If outdoor amplification has been approved by Campus Life staff, Event Captain(s) should notify Responsible Contacts that all outdoor amplification should be moved indoors by **12:00am**.
- **1:15am**: Event Captain should notify Responsible Contacts at 1:15am (or fifteen minutes prior to the scheduled ending time) that all indoor music should end within 15 minutes.
- **1:30am**: Responsible Contacts should ensure that all music is off
- **1:30am**: Event Captain(s), Responsible Contacts, and Security Guards respectfully usher all guests to the main exit.
- **1:45am**: Event Captain(s) and Responsible Contacts should have completed their walk of the entire chapter facility/event space to ensure that all guests have departed safely.

The exterior area of the location where an event takes place should be free from any evidence to suggest an event took place there by 8:00am on the day immediately following the event. If not, the chapter may face disciplinary action. All trash should be taken to dumpsters.

## Part 11: Medical Amnesty
For reference, below is Washington University’s full Medical Amnesty and Active Bystander Protocol that informs the FSL SEM Policy’s specific application of Medical Amnesty to chapters.

Washington University in St. Louis
Office of the Vice Chancellor for Student Affairs

Purpose
Washington University in St. Louis holds the safety and well-being of its students as essential to its mission. The University recognizes that, in alcohol related emergencies, the potential for University disciplinary action could act as a barrier to students who want to seek medical assistance for themselves or others. The Medical Amnesty and Active Bystander Protocol is designed to encourage students to seek medical care in an alcohol related emergency by reducing the potential barrier of University disciplinary consequences in certain circumstances.

Protocol
Subject to the other provisions of this protocol and unless the University determines there are special circumstances, when a student seeks aid for an individual experiencing an alcohol-related emergency by contacting emergency services, such as the Emergency Support Team (EST), the patient and the individual(s) reporting the emergency will not be subject to disciplinary action in the form of University student conduct sanctions for the presence, possession, or use of alcohol.

However, in all incidents involving an alcohol related emergency, the student may be subject to University student conduct sanctions for any other violation of the code of conduct.

Further, the student will be required to attend a wellness follow-up meeting with a University official and may be subject to mandatory wellness measures to further support that student. These wellness measures are not punitive; they are educational and intended to help the student.

If an organization, such as a student group or a fraternity or sorority, is involved and representatives or members of that organization call on behalf of a distressed student, that organization will be exempt from University disciplinary action, barring repeat offenses or other violations described below.

If a Washington University Police Department officer, Residential Life staff member, or other University official responds to an alcohol related emergency, they will first seek medical care for the patient before documenting any other information related to the incident. Throughout the entire incident, the patient’s prompt assessment, treatment, and transport to an appropriate medical facility will remain the priority.

An individual student or student organization that repeatedly contacts or is treated by emergency services, including EST, for alcohol-related emergencies may prompt further action from the University, and Medical Amnesty may not be extended.

Medical Amnesty applies both on and off campus. Students should note that this Medical Amnesty Protocol does not govern the response of local law enforcement agencies, including their response to emergency incidents or pursuit of criminal charges.

Medical Amnesty does not apply in cases where any student or student group eligible for protection from student conduct sanctions commits other violations, including but not limited to:

- Causing physical harm
- Sexual assault or violence
- Property damage
• Distribution of drugs
• Hazing
• Other criminal activity

Effective: May 11, 2015 Protocol adapted from similar guidelines at Georgetown University.

**Part 12: Power Dynamic Mitigation**

Created by the FSL Social Event Management Advisor Board and council leaders, these guidelines work to mitigate power dynamics connected to FSL social events. Campus Life and the Social Event Management Advisory Board promote all of the below sections.

Goals of the following Guidelines:

• Equitable Event Captain and Responsible Contact partnership between sorority and fraternity members
• Equal event ownership between sororities and fraternities
• Better training on Power Dynamics for Event Captains

Section 1: IFC Fraternity Houses and House Walkthroughs

• Given that each IFC fraternity house has a slightly different structure, the setting of these houses as social event spaces may be confusing to navigate for guests. In order to optimize guests’ feelings of comfort at these social events, IFC Fraternities are encouraged to consider the following steps:
  o Prior to mixers in IFC fraternity houses, IFC chapters can offer to provide house tours to the Event Captain(s) of the co-sponsoring chapter before the mixer so that the other chapter’s Event Captain(s) may work with the IFC chapter to identify risk areas and address any concerns the co-hosting chapter may have.
  o IFC Fraternities can post fliers around the house indicating where bathrooms, water fountains, stairwells, and exits are located.

In a collaborative IFC/WPA effort to create greater equity at events in IFC fraternity houses, IFC fraternities should complete the House Walkthrough Initiative, started in spring semester 2019. The House Walkthrough Initiative is a response to needs expressed by the FSL community. For more information on this effort, please contact the IFC and/or WPA President(s).

Section 2: Social Event Committees

• Many, if not all, IFC chapters have a social committee that is in charge of tasks related to hosting an event such as: setting up, deciding themes, and buying decorations. It is encouraged that all sorority and fraternity organizations create a committee of this nature, so that fraternity organizations are not the only groups with autonomy over the above-mentioned aspects of party planning.
  o In order to create a sense of communal ownership of an event, the committees hosting the event should coordinate in order to put on the event. This coordination will include the setup of the event and all planning before the event takes place. The organization whose house the event is at is responsible for cleanup, as having guests stay after the event could be uncomfortable for them.
Section 3: Non-IFC Event Captains at IFC Chapter Invite Events

- At IFC Fraternity invite events, students outside of the hosting IFC chapter who are trained as Event Captains may attend fraternity invite events and act as an additional Event Captain (as available) to support guests who feel more comfortable talking to or being helped by a peer who is not an IFC fraternity member.

Section 4: Reporting Form Distribution

- Preceding an event, a communication (email, GROUPME, Facebook event page post, etc.) providing links to campus resources should be sent to guests by the hosting chapter(s). The following resources should be included.
  - **RSVP Center Anonymous Reporting form**: [https://rsvpcenter.wustl.edu/report-form/](https://rsvpcenter.wustl.edu/report-form/)
  - **Student Conduct Incident Reporting form**: [https://studentconduct.wustl.edu/studentconduct/public-reporting-form/](https://studentconduct.wustl.edu/studentconduct/public-reporting-form/)
  - **Bias Report and Support System form**: [https://diversityinclusion.wustl.edu/brss/](https://diversityinclusion.wustl.edu/brss/)

- These forms are resources to report instances of misconduct from either members of the hosting chapter(s) or guests. The communication should be sent by the hosting chapter(s) via one of the below means, depending on the type of event. The information should be communicated so that it is accessible to every person who attends the event (both hosting chapter members and guests).
  - Before a mixer, an Event Captain from each of the hosting chapters should send the information to their respective chapter.
  - Before an invite event, the hosting chapter should include the information along with the invitation to the event.

Section 5: Plus One protocol

- In the situation of an Invite Party where host chapter members have more than 1 guest, an invitee to the event can bring a “plus one” provided that 72 hours before the event they send the proper information (name of the “plus one”) to the chapter that is hosting the Invite Party. These two people should enter the event at the same time.
  - Reason for this recommended protocol: Guests may feel more comfortable if they are able to go to an invite event with people they know (if they do not already know many people in the hosting IFC chapter)

Section 6: An additional Event Captain workshop about power dynamics

- In addition to the mandatory Event Captain Training, Event Captains are encouraged to attend a workshop or program of their choosing, led by a trained staff/faculty/peer educator facilitator to better understand the impact of power dynamics, what they look like, how they are informed by various intersecting identities, and ways to negate power dynamics.
  - Event Captains may work with other chapter members to create a program for their chapter, or they may choose to participate in an existing workshop/program, such as those facilitated by T.R.U.T.H., LIVE Greek, S.A.R.A.H., Green Dot, etc.
    - Suggested exercises for this workshop/program include: a conversation about which identities hold privilege in an IFC fraternity house; a conversation about what an equitable social space looks like; and a conversation about what sorority women do daily to feel safe compared to what fraternity men do daily to feel safe.
Section 7: Space Lighting

- There should be well-lit event space that is equal to or larger than the any space in which lighting is dimmed.

Section 8: Informing Guests of Event Captains and Responsible Contacts

- Preceding an event, it is recommended that hosting chapters inform attending chapter guests of Event Captain(s) and Responsible Contacts. This information should be easily accessible to all guests. The following ways are suggested methods to communicate this information:
  - Hosting chapters may send out names, photos, and cell phone numbers of ECs and RCs*
  - Posting fliers in highly visible areas around the event space/location that provide names, photos, and cell phone numbers of ECs and RCs*
  - ECs ALWAYS wearing their Event Captain shirt when they are the EC for that event

* ECs and RCs do not have to have their phone numbers posted or sent out if they are not comfortable having that information shared.

Part 13: Out of Town Formals Guidance

Hosting an out of town formal is a privilege that comes with the below recommendations created in partnership between the FSL Social Event Management Advisory Board and Campus Life. These expectations exist to create an out of town formals culture that promotes equity and effective risk management for members and guests alike.

- Per FSL SEM policy, if University and chapter headquarters policy do not align, the chapter is to follow the more stringent rule. Therefore, while Washington University approves compliantly registered out of town formals, if a chapter’s headquarters does not allow such an event, it would not be approved by Campus Life.
- No chapter should schedule an out of town formal the weekend of Relay for Life (April 3–5, 2020)
- Chapters wishing to host an out of town formal will officially finalize their weekend at the Out of Town Formals training on February 4, 2020.
- The hosting chapter will register the formal two weeks prior to the event through WUGO, and will be expected to abide by all Campus Life travel policy expectations.
- Chapters hosting an out of town formal will have their chapter leader organizing the formal, as well as their President and Risk Manager, attend an Out of Town Formals Training (February 4, 2020). Additionally, the chapter leader organizing the formal attends a roundtable addressing community expectations on out of town IFC formals, and complete the agreed up action items from that roundtable meeting.
  - The host chapter’s organizing member, President, and Risk Manager should communicate information from this training to all members of their chapter
- Each hosting chapter is encouraged to offer every guest the following:
  - The option of staying in a different room than the chapter member who invited them.
  - The hosting chapter works with their hotel to have 1 non-guest room space available that guests can use as needed. The hotel front desk may be given a list of non-chapter member guests; non-chapter member guests may be authorized to access the room.
  - The option of the guest paying for their own formal costs
The option of the guest providing their cell phone number to be used in a guests-only messaging application (e.g., GROUPME) during the out of town formal. This will allow non-chapter member guests to stay connected during the formal.

- The hosting chapter would appoint one guest as the organizer of this messaging system.
- Ensure that each host has met their guest prior to the formal.
- Each guest should provide their preference information (i.e., rooming with or separate from host, wanting to pay their own formal costs, providing cell phone to be used in guests-only messaging application) via a consistent form used by all chapters hosting out of town formals; form may be created by the Social Event Management Advisory Board, with Campus Life approval

- Guest lists submitted to Campus Life two weeks before the formal.
  - The chapter’s guest list, including hosts, will be shared by Campus Life or the chapter with all guests and hosts. This will allow all attending the formal to know who will be present.
    - In the above-mentioned guest form, the option will be provided for guests to not have their information provided on the list that will go out to all hosts and guests

- Each out of town formal will have the following risk management team:
  - 2 Event Captains from the hosting chapter
  - 6 Responsible Contacts from the hosting chapter
  - All regular Event Captain and Responsible Contact expectations for off-campus events apply

- The venue hosting the formal signs and agrees to the Campus Life venue agreement and/or addendum
- All Off-Campus event expectations apply, with the exception of hired security NOT being required for out of town formals
- The Campus Life Travel policy for all student groups applies to chapters hosting out of town formals; Campus Life travel policy available at students.wustl.edu.

### Part 14: Recommended and Approved Vendors

#### Recommended Security

**Recommended Security**

- **NPB Companies, Inc.**
  - Provides ID checking and guest management
  - Contact:
    - Gavin Tichy, St. Louis Divisional Manager
    - Office: 314-282-8321
    - Email: gtichy@npbcompanies.com
  - Cost (there is a 4 hour minimum per event):
    - $16/hr/guard
      - This is the rate for the 1 on-campus registered dry event guard
    - $18.50/hr/guard
  - NPB’s payment requirements:
    - Cash or check made out to NPB Companies, INC (in the full amount) must be handed into the event’s Lead Manager before the event starts (if on-campus) or buses leave (if off-campus) – **IF PAYMENT IS NOT GIVEN AND NPB REFUSES TO STAFF EVENT, THE EVENT IS CANCELLED**
    - Advance payment for one or multiple events submitted via mail is permitted. Mail check to:
      - **NPB Companies, INC**
Fraternity/Sorority Life Social Event Guidance – Spring 2020

77 S. 7th Street
Kansas City, KS 66101

- **Keystone Security**
  - Provides ID checking and guest management
  - Contact:
    - Primary contact:
      - Brian Campbell
      - Account Executive
      - Keystone Event Staffing
      - O: 314.878.7200 | C: 314.795.6057
      - bcampbell@keystonestaffing.com
    - Backup contact:
      - Mike Cosentino
      - Director, Event Staffing
      - Keystone Event Staffing
      - O: 314.878.7200 | C: 314.518.5471
      - Email: mcosentino@keystonestaffing.com
      - Website: www.keystoneeventstaffing.com
  - Cost (there is a 4 hour minimum per event):
    - $18/hr

Recommended Third Party Vendor for On-Campus Events
- **Morgan Street Brewery**
  - Contact: Vicki Owings
    - vicki@morganstreetbrewery.com; 314-795-8349
  - For 1 bartender (recommended 1 per 50 people drinking)
    - 3 hour minimum -- $25/hr
    - 1 hr before and 1 hr after for set up and take-down -- $25/hr for these too
    - Catering permit fee for each event is $10
    - $150 + catering permit fee $10 = $160 for a 4 hour event
  - Guests pay $4.00/cup for beer and $7.00/cup for wine

- **STL Barkeep**
  - Contact: Matt Longueville
    - stlbarkeep.com; 314-502-3215
  - For 1 bartender (recommended 1 per 100 people drinking)
    - $150 = 1 hr set up/1 hr take down/2 hrs service ($25/hr beyond this if booked in advance -- $50/hr if a request to go beyond 4 hrs is made during the event)
  - Guests pay $4.00/cup for beer and $7.00/cup for wine

- **Bon Appetite**
  - Catherine Martin
    - Catherine.Martin@cafebonappetit.com; 314-935-5062

**Bus Companies**

Most Commonly Used Options
- **UShuttle**
  - Phone: 314-744-9445
Fraternity/Sorority Life Social Event Guidance – Spring 2020

- Email: ushuttles@gmail.com
  - Website: u-shuttle.com

- First Student
  - Phone: 866-514-8747
  - Website: firststudentinc.com

Additional Options

- Vandalia Bus Lines
  - Phone: 800-542-4287 or 314-421-4753
  - Website: vblinc.com

- Best Transportation
  - Phone: 314-989-1500 or 1-866-272-1200
  - Email: reservations@besttransportation.com
  - Website: besttransportation.com

- Arrow Stage Lines (MO Office is based in Kansas City)
  - Phone: 816-453-8727
  - Website: arrowstagelines.com

- Cline Tours, Inc (HQ is in Mississippi, no offices in MO)
  - Phone: 1-800-233-5307
  - Website: clinetours.com

- Cavallo Bus Lines—Out of business

- Huntleigh Transportation
  - Phone: 314-862-4777
  - No website

- North American Central School Bus
  - Phone: 314-762-9198 or 815-409-4000
  - Website: northamericacentral.com