

USC OFSLD

Event Review Guidelines 2016

Event Review Guidelines

The purpose of the Fraternity and Sorority Leadership Development (FSLD) Event Review Guidelines is to support students as they sponsor events, encourage the development of leadership skills when planning and hosting social events, and to help create a safe social environment for the university and surrounding community.

How To Register An Event



Read & Understand Policies



Submit the Online Form On ChapterAdmin



Sign Up & Attend 1-2 Event Review Meetings
(Depending on the Event Tier)



3 Approvals Submitted on ChapterAdmin
(Chapter President, Advisor & FSLD)

Read & Understand Policies & Expectations

Fraternalities and sororities that wish to sponsor an event must comply with University of Southern California (USC) rules, regulations, and policies as outlined in SCampus (<http://policy.usc.edu/files/2016/01/SCampus-2016-2017.pdf>), the Recognition Standards for Fraternities and Sororities At the University of Southern California (<https://greeklife.usc.edu/files/2015/03/recstandards.pdf>), and FSLD Event Review Guidelines. It is recommended that fraternities and sororities review the following policies in SCampus: the Student Organization (Part G), Social Events (Section 6), Group Responsibility for Student Organizations (Section 2), Alcohol (Section 6) and Hazing (Section 8). Fraternities and sororities must also comply with appropriate state and federal laws, and fire and police department rules and regulations. Please check with your council and be sure your chapter is adhering to your council's policies.

Chapters Must Follow National/International/Local Risk Management Policies

These policies are verified for correctness and to ensure all other components of the event review process complies accordingly. Chapter advisor approval ensures each event complies with national or international policies of the organization.

No Social Events on Study Days or Final Exams

No social events may take place during university study days or final exams. All aspects of social events must be advertised in accordance with USC's Advertising, Promotion and Literature Distribution policy.

Event Themes Must Be Appropriate and Reflect the Best Interests of the University Community and Greek Community

If Alcohol is Present, Security is Required

If alcohol will be present or if there are 400 or more expected guests, the chapter needs to arrange for unarmed security guards that are able to demonstrate current licenses and permits as required by applicable laws.

- The minimum ratio required is one security member for every 50 anticipated attendees (1:50). This is the minimum; however, chapters may choose (and are recommended) to provide additional security.

Host Chapter is Responsible for Identifying Members of Their Safety Patrol Prior to Each Event

These individuals need to be members of the given host chapter and notified in advance.

- The minimum ratio is one safety patrol member for every 25 anticipated attendees (1:25). This is the minimum; however, chapters may choose (and are recommended) to provide additional members for safety patrol.
- Each member on safety patrol needs to be clearly identifiable and distinguished from other guests in attendance at the event. Chapters are asked to identify each of these individuals in advance to ensure all members of the chapter are informed of who will be responsible; and that the safety patrol is aware of their responsibilities.
- For events with multiple chapters or organizations, each chapter is to provide members for safety patrol.

Permits May Be Required for Use of Structures

Chapters must coordinate with Los Angeles Fire Life & Safety to obtain recommendations and permits for the use and construction of any additional permanent and non-permanent structures. Please contact Jeff Pendley Captain, USC FIRE-EMS at pendley@usc.edu for more information.

Non-Alcoholic Beverages and Food Must Be Continuously Served and in Ample Supply Any Time Alcohol is Present

Each chapter must indicate what food and non-alcoholic beverages will be made readily available. It is recommended each event provide non-salty food options and a separate water station located away from the bar.

A Layout or Map of the Venue is Required

Each chapter needs to provide a map or layout of the venue. This is to ensure proper planning has occurred and help explain the proposed set up during the event review meeting. This map can be hand drawn or computer generated. Map or venue layout components include:

- Entrances/exits identified
- Location of restroom(s)
- Location of bar
- Location of DJ/stage
- Location of water station/food
- Security fences/enclosed areas of venue
- Location(s) of security guards
- Label indicating event name/chapter(s) involved, venue name, and date of event

Events Are to Be Invite Only

Events may be invite only and not advertised to the general public (this includes open Facebook groups, fliers, sidewalk chalking and banner displays).

When Alcohol is Present Women/Men Are Not Allowed Beyond the Public Areas of Any Fraternity/Sorority

Women/men are not allowed beyond the public areas of any fraternity/sorority until 8:00AM the next morning on occasions when alcohol is being consumed at any fraternity/sorority activity whether or not the occasion is formally sponsored by the fraternity/sorority. In addition, no woman/man shall be permitted beyond the public areas of a fraternity/sorority if either the visitor or any host of that visitor shall have consumed more than two standard-sized drinks in the preceding four-hour period.

Chapters Are Discouraged from Allowing Already Intoxicated Guests to Enter Their Events

In the case of an intoxicated guest appearing at the entrance, chapters should contact the Department of Public Safety for assistance (Non-Emergency Number: (213) 740-6000).

The Number of Attendees Should Not Exceed 500

The number of attendees should not exceed 500 and the maximum capacity of the venue and/or chapter house depending on the location of the event in accordance with LA City Fire Code.

Buses

- No more than 20 buses may load within the same two blocks during a two-hour period.
- Buses should return to unload guests by the ending time specific for the night an event is held on (12:00am on Thursday and 2:00am on Friday and Saturday).
- Fraternities and sororities are responsible for removing any trash deposited by guests in bus loading areas.
- Buses must be actively loading and unloading.

Permits for Street Closures Must Be Submitted to DPS

Chapters are responsible for obtaining proper permits through the City of Los Angeles in order to create a street closure. Additionally, students must notify Sergeant Marques Montgomery of the street closure via email at MMontgomery@dps.usc.edu.

Philanthropies Will Be Limited to a One-Day Event and Must Be Alcohol-Free

Amplified Sound Cannot Exceed 90 Dba, 50 Feet from the Source

Performance Artists Must Be Reviewed 5 Weeks in Advance

Chapters must submit performer/music artists name to the Department of Public Safety (DPS) at MMontgomery@dps.usc.edu 5 weeks in advance of the expected event date. Fraternities and Sororities are expected to work with DPS for additional safety recommendations.

Alcohol

Events Where Alcohol is Present Must Be Reviewed

As stated in SCampus 2016-17, "All student organizations must have permission to serve alcohol at their events. The Office of Fraternity and Sorority Leadership Development must approve requests to serve alcohol for all organizations within the Asian Greek Council, the Interfraternity Council, the Multi-Cultural Greek Council, the National Pan-Hellenic Council, the Panhellenic Council and the Professional Fraternity Council. All other student organizations should contact the Office of Campus Activities for additional information."

All Members of The USC Community Are Expected to Abide by All Federal, State and Local Laws (Including Those Governing Alcohol Consumption & Distribution)

Under California law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to provide alcohol to an individual under the age of 21.

Guests Age Must Be Verified

Each chapter must identify procedures for identifying those under and over 21 years of age to determine who can purchase and/or receive drinks.

- Individuals who are identified to be under 21 years of age must have a black “X” written on the back of both hands with non-water solvent ink.

Events with Alcohol Are Limited to Thursday, Friday and Saturday

Social events where alcohol is served by the host student organization are ONLY permitted Thursday until midnight (12:00am) and Friday and Saturday until 2:00 a.m. Alcohol service must end by 1:00 a.m. on Friday and Saturday nights.

- Alcohol must not be the main “focus” of the event.
- When alcohol is served, it is required that sufficient quantities of non-alcoholic beverages and food must be available.

Hard Alcohol is Not Permitted at Fraternity or Sorority Chapter Houses

If alcohol will be present at the event, the chapter must indicate:

- Who will supply the alcohol
- If a liquor license exists
- Whether alcohol will be sold or distributed
- Who will be responsible for distributing alcohol

Any Event Where Alcohol is Present Must Have a Guest List

A guest list must be prepared & submitted to FSLD at least 24 hours in advance of the event and contain the names of all guests. Within 48 hours of the completion of the event, a final guest list indicating who was in attendance at the event must be submitted to FSLD. Electronic submission is accepted.

Proof of Insurance & Liquor License is Required

Each chapter is to bring a copy of the liquor license to the event review. This liquor license needs to be obtained from the venue or California Alcoholic Beverage Control (<http://www.abc.ca.gov/datport/LQSMenu.html>). Staff verifies that the liquor license is current with the State of California for the venue’s location. A proof of liability insurance with a provider is also requested. Each chapter is responsible for obtaining this from a given supplier.

You Must Have ChapterAdmin Manager Access

In order to register events, you must have manager access to ChapterAdmin. Please make sure your chapter president has given you access. For each social event, the sponsoring fraternity or sorority must review and submit the online event registration form to FSLD via ChapterAdmin and attend event review meetings in accordance with the event tiers.

Online Submissions Are Due 10:00 am on Wednesdays

Event review meetings take place in the TCC330 conference room on Wednesdays from 1pm - 5pm. The ChapterAdmin online submission form needs to be completed prior to the Event Review meeting. All chapters are required to submit this form by 10 am on the Wednesday of the first event review meeting. This allows time to prepare the event review forms prior to the event review meetings that are scheduled from 1:00 pm to 5:00 pm every Wednesday.

1. Log into ChapterAdmin at <http://usc.chapteradmin.com> by using your USC email address and password
 - a. If you do not remember your password, please click on “Need Your Password” on the bottom of the log in screen
2. Click on the “University” tab on the top
3. Click on “Register Event”
 - a. You must have a chapter advisor on file and confirmed on ChapterAdmin to register an event. If you do not have one, the system will walk you through the steps
 - b. ChapterAdmin automatically contacts the President and Chapter Advisor for each chapter that registers an event to give them the same information that FSLD staff can access. The Chapter Advisor and Chapter President’s approval is required before the event can be approved by FSLD
4. Fill out required information and hit submit
 - a. An automated email will be sent to your advisor and chapter president
 - b. This form needs to be completed prior to the Event Review meeting. All chapters are required to submit this form by 10:00 am on the Wednesday of the first event review meeting

The Number of Required Event Reviews is Determined by Tier

The FSLD Event Review Guidelines includes provisions for four tiers of events as follows:

Tier I – 1 Event Review Meeting (Philanthropy or Fundraiser, No Alcohol)

Tier II – 1 Event Review Meeting (Off Campus and/or alcohol is present)

Tier III – 1 Event Review Meeting (On Campus, less than 400 guests and/or alcohol present)

Tier IV – 2 Event Review Meetings (On or Off Campus 400 + guests, alcohol, and/or sponsor, performance artist)

Sign Up on the Google Spreadsheet

Sign up for an event review can be completed through the Google spreadsheet sent to all chapter presidents via email, calling (213) 821-1639, or by coming to TCC 330 and signing up in person. Online event registration forms must be submitted by 10:00 am on the Wednesday of the first event review meeting.

Wednesdays in TCC330 Conference Room 1:00 pm - 5:00 pm

In order to hold a social event, the sponsoring fraternity or sorority must review and submit the online event registration form to FSLD via ChapterAdmin and attend event review meetings in accordance with the event tiers. Event review meetings take place in the TCC330 conference room on Wednesdays from 1:00pm -5:00pm.

Send an Appropriate Chapter Representative

Each chapter's Social Chair and/or Risk Management Chair must attend the meeting. When these positions cannot make it, a Chapter President may fill in. The individual who attends must be familiar with the event, risk management procedures, the venue, and other details associated with the proposed event. If it is determined the chapter's representative does not have enough information, they will be asked to reschedule for an appointment the following week (which may not fall within the required advance timeline and result in being unable to host the event).

Failure to Attend Meeting Will Result in Event Cancellation

Approvals On ChapterAdmin

Chapter President, Advisor & FSLD Must Submit Online Approvals

Once all materials have been submitted and your chapter advisor, chapter president, DPS, SJACS and Fraternity and Sorority Leadership Development (FSLD) have approved the event, the event status will change from “pending” to “registered” on ChapterAdmin.

The application on ChapterAdmin is reviewed for completeness and similarities to what was discussed in the event review meeting. The Greek Graduate Student Advisor may approve the event once approval has been received on Chapter Admin from the Chapter President and Chapter Advisor (and any others deemed necessary by Fraternity and Sorority Leadership Development).

All Information is Due at the Final Event Review Meeting

Any information that has changed from the online form is to be provided by the chapter at the final event review meeting. Any changes, including but not limited to themes, structures, decorations, thereafter will not be accepted and will not be marked as approved through ChapterAdmin.

Violation of Any Event Planning Guidelines Will Be Reviewed by FSLD and May Be Referred to the Office for Student Judicial Affairs and Community Standards

Violation of any of the event planning guidelines will be reviewed by FSLD and may be referred to the Office for Student Judicial Affairs and Community Standards for adjudication where appropriate sanctions will be issued.

Event Tiers

The FSLD Event Review Guidelines includes provisions for four tiers of events as follows:

TIER LEVEL	DESCRIPTION	EVENT REVIEW
Tier I	Philanthropy or Fundraiser, No Alcohol	One Event Review session prior to the week of the event
Tier II	Off Campus and/or alcohol is present	One Event Review session prior to the event
Tier III	On Campus, less than 400 guests and/or alcohol present	One Event Review session prior to the event
Tier IV	On or Off Campus, 400 + guests, alcohol, sponsored, and/or performance artist	Two Meetings 1st meeting: 5 weeks prior to the event 2nd meeting: One Event Review session prior to the event

Depending on the tier of the event and the anticipated attendance, the number of event review meetings, permits, security requirements and additional safety measures vary.

Tier I

Tier I events include philanthropic events or fundraisers on/off campus. Alcohol is not permitted to be present at Tier I events.

- The online form must be submitted on ChapterAdmin by 10 am of the scheduled event review meeting.
- Attendance of an event review meeting must be completed one Event Review session prior to the week of the scheduled event.

Tier II

Tier II events include off campus events sponsored by one or two organizations, alcohol may be present. Examples of these events include but are not limited to invites, date dashes, off campus exchanges.

- The online form must be submitted on ChapterAdmin by 10:00 am of the scheduled event review meeting.
- Attendance of an event review meeting must be completed one Event Review session prior to the week of the scheduled event.
- Events hosted at/with a third party vendor and/or location.
 - Third party vendors must be licensed and be able to present insurance at time of event.
- Transportation is to be identified by the Chapter with the ideal pickup and drop off times and the location. Chapters should indicate the approximate times pickups and drop-offs are to occur. (Note: ChapterAdmin will always automatically change all times entered to Eastern Standard Time, even when

overridden by staff). During the event review process, times are confirmed with a schedule of departing bus times created for each given day and location to ensure no overlap and safe departures and arrivals.

- For events with multiple chapters, a representative from each chapter needs to be present to ensure consensus on the event's details, and to fix any discrepancies.

Tier III

Tier III events include events that involve one or two organizations, take place in the chapter facility, and/or expected attendance is less than 400 guests. Alcohol may be present. Examples of Tier III events include but are not limited in-house exchanges and parties with less than 400 guests.

- The online form must be submitted on ChapterAdmin by 10 am of the scheduled event review meeting.
- Attendance of an event review meeting must be completed one Event Review session prior to the week of the scheduled event.
- For events with multiple chapters, a representative from each chapter needs to be present to ensure consensus on the event's details, and to fix any discrepancies.

Tier IV

Tier IV events include parties, philanthropies, and fundraisers with an expected attendance of over 400 guests, featured sponsorships, performing artist(s), and/or alcohol is present at event. For approval of Tier IV events, two event review meetings must be attended.

- The first event review meeting is to take place 5 weeks before the schedule event date. Advertising for the event may not take place prior to this meeting. At this meeting students must be prepared to present the following information:
 - Online form submission on ChapterAdmin
 - Date
 - Name
 - Theme
 - Artist
 - Sponsor
 - Preliminary layout of the event
 - Proposed structures
- The second event review meeting is to take place one Event Review session prior to the week of the scheduled event date. At this meeting two representatives from the organization are required to attend. The students must be prepared to present the following information:
 - Names of students on safety patrol
 - Clean up plan
 - Security information
 - Final layout of the event