

INSTRUCTIONS FOR REGISTERING AN EVENT

In order to host an event where alcohol will be served that is in compliance with the risk management policies of Kennesaw State University and your national organization (if any), all of the following must be completed accordingly.

1. **At least 10 business days** before the event is scheduled to take place, you must complete Step 1 of the Event Registration Form and third party vendor checklist (if applicable) and submit this via OwlLife. The form completed in Step 1 will be received by both Fraternity and Sorority Life as well as Public Safety.
 - a. Upon completion of this form, the person who submitted the document will receive a quote for services from Nicole Sherrod with Public Safety.
 - b. The organization must confirm approval of the quote to Nicole Sherrod within 24 hours of receiving it.
 - c. Once Nicole has received the organization's confirmation of approval, she will send a confirmation to the person who submitted the form that an officer has been or will be assigned to the event, and that the Step 1 Form will be approved.
 - d. Upon receiving this confirmation from Nicole, the organization will need to complete Step Two of the Columns Event Registration Form.
2. **At Least 6 business days** before the event is scheduled to take place, you must complete Step 2 of the Event Registration Form and third party vendor checklist (if applicable) submit this via OwlLife.
 - a. When submitting Step 2 of the Event Registration Form to OwlLife, you must provide an Invited Guest List.
 - b. **You must receive confirmation that Step 2 has been approved in order to proceed with the event.**
3. **On the day of the event**, conduct a pre-event walkthrough with the Residence Life Residence Director On-Call, no later than one hour prior to the start of the event.
 - a. The walkthrough must be coordinated and scheduled in advance with the Department of Residence Life. Should anything change the day of the event, you must contact the Resident Director On-Call (678-915-4446).
 - b. For this walkthrough, the member in charge of the event, the bartender, and at least two of the following must be present: **brothers** working the check-in table and/or sober monitors. **This will mean at least four members of the organization must be present at the walkthrough.**
4. **At the walkthrough**, you must provide a Confirmed Guest List for the event. This must be printed out! Confirm/secure all logistical needs for the event, including the printed Confirmed Guest List, wristbands, designated drink coupons, storage for alcohol, non-alcoholic drinks and food, etc.
5. **During the event**, check identification cards for each attendee upon entry. Do not serve any alcohol to minors and/or individuals who appear to be intoxicated. Only the bartender(s) should have access to the storage of alcoholic containers and should maintain absolute control over the alcoholic containers present throughout the event.

6. **Within 2 *business days* after the event**, the Confirmed Guest List **must** be submitted via OwlLife following the event. The organization will not be allowed to hold another event until this list is submitted. You will receive confirmation that your list was received by Fraternity and Sorority Life.
7. **No more than 10 *business day*** after the event, payment will be due to Public Safety. No future events will be allowed to be scheduled through Public Safety until payment is received for the event.