



# Delta Gamma

1873

## Collegiate Event Checklist

Chapter:

Event Name:

Type of Event:

	Requirement	Details
<input type="checkbox"/>	<b>Deadlines have been met</b>	<input type="checkbox"/> Initial Submission: 1 week prior <input type="checkbox"/> Final Deadline: 2 business days prior to event
<input type="checkbox"/>	<b>RCS/CAC/NCC approved Calendar</b>	
<input type="checkbox"/>	<b>Event is on Anchorbase Calendar</b>	Time of event: Cannot be 24 hours prior to or 24 after a Fundraising event or Inspiration/Initiation
<input type="checkbox"/>	<b>Appropriate Theme</b>	Appropriate and aligns with Delta Gamma values.
<input type="checkbox"/>	<b>In Case of Emergency Contact</b>	Name: Phone #: (Must be an adviser or house director. NOT a collegiate chapter member)
<input type="checkbox"/>	<b>Venue Contract/ Facilities Agreement</b>	<input type="checkbox"/> Cash Bar <input type="checkbox"/> Food <input type="checkbox"/> #__ of guards <input type="checkbox"/> Bar Close (1 hour before event ends) <input type="checkbox"/> Signed by president, vp: finance, and venue representative
<input type="checkbox"/>	<b>Venue Certificate of Liability Insurance</b>	<input type="checkbox"/> \$1 million general liability <input type="checkbox"/> \$1 million liquor liability (ONLY if providing alcohol)
<input type="checkbox"/>	<b>Liquor License</b>	<input type="checkbox"/> Current (not expired)
<input type="checkbox"/>	<b>Food</b>	Food MUST be available throughout the entire event. All food that is being provided must be listed on the event guideline. In some cases, a receipt or order confirmation may be requested by your Operations Specialist at EO.
<input type="checkbox"/>	<b>Event Roster and Guest List</b>	This must list if each person is over/under 21.
<input type="checkbox"/>	<b>Security Contract</b>	(If applicable) <input type="checkbox"/> Signed by president, vp: finance and vendor representative
<input type="checkbox"/>	<b>Security Certificate of Liability Insurance</b>	(If applicable) <input type="checkbox"/> Current; \$1 million in coverage
<input type="checkbox"/>	<b>Transportation Invoice</b>	(If applicable) <input type="checkbox"/> Signed by president, vp: finance and vendor representative
<input type="checkbox"/>	<b>Transportation Certificate of Liability Insurance</b>	(If applicable) <input type="checkbox"/> Current; \$1 million in coverage
<input type="checkbox"/>	<b>Beverage Provider/Caterer Contract</b>	(If applicable) <input type="checkbox"/> Cash Bar <input type="checkbox"/> Bar Close (1 hr) <input type="checkbox"/> Food <input type="checkbox"/> Signed by president, vp: finance and vendor representative
<input type="checkbox"/>	<b>Beverage Provider Certificate of Liability Insurance</b>	(If applicable) <input type="checkbox"/> \$1 million general liability <input type="checkbox"/> \$1 million liquor liability