SOBER MONITORS, SOBER DRIVERS, AND GUEST LISTS

***This form is due to the Office of Greek Life 48 hours before the event with the guest list attached.***

Host Chapter: ___________________________________________ Date of Event: _______________________________________
Name of Event: __________________________________ Location of Event: ________________________________________

FOOD AND REFRESHMENTS

Type and amount of food to be provided (Required):
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Type and amount of non-alcoholic beverages to be provided (Required):
__________________________________________________________________________________________________
__________________________________________________________________________________________________

EVENT MONITORS AND SAFE DRIVERS

List two chapter members who will be in charge of the event, they must be officers. These individuals must be sober and available at all times during the event. They may not be pledges. There must be one additional monitor per every 50 guests. The people listed below will be the ONLY designated monitors/drivers for the duration of the event. Once the form is turned in, these people must follow through with their duties. No exceptions. Designated drivers MUST have a Class C drivers license.

NAME: __________________________________ OFFICE: __
NAME: __________________________________ OFFICE: __
NAME: __________________________________
NAME: __________________________________
NAME: __________________________________
NAME: __________________________________
NAME: __________________________________
NAME: __________________________________
NAME: __________________________________

List at least three chapter members who will be safe drivers. These individuals must be sober and available at all times during the event. They may not be new members/pledges unless the same amount of members are required to drive.

NAME: ____________________ ☐ Member ☐ New Member/Pledge
NAME: ____________________ ☐ Member ☐ New Member/Pledge
NAME: ____________________ ☐ Member ☐ New Member/Pledge

If the above members are not present or have been drinking, the party will not be allowed to start or will be closed if checked later in the evening.

WILL BUSES BE USED? ☐ Yes ☐ No IF YES, NAME OF BUS COMPANY: __________________________________________
LOCATION OF PICKUP: ___________________________
TELEPHONE NUMBER ____________________________ LIST ANY OTHER TRANSPORTATION __________________________________

*** PLEASE NOTE: Guest lists MUST be turned in at the same time as Form B. A fine of $500 will be given if Form B or guest lists are late and it MUST be paid within a month. ***