Social Event Risk Management Duty Schedule
The Primary Risk Manager(s) for the event must complete this form.

Name of Organization(s): ___________________________ Date of Social Event: ________

Internal Risk Management Team (IRMT)
To be completed for all Social Events and submitted with the Social Event Registration Form (SERF).

Primary Risk Manager for Event:
This person should be a member of the Chapter’s Executive Committee or the Risk Management Chairperson and is on duty and responsible as the point person for event management. This person is in charge of coordinating all risk management procedures and policies during the event and his/her directions to the chapter shall have the authority equal to the president.

Event Entrance Monitors (2 persons):
These two members, one of whom must be of junior or senior status will work the entrance to the event and be responsible for maintaining the guest list, providing wristbands to students who are over the age of 21, and monitoring the behavior of guests outside the venue.

Alcohol Distributers (2 persons):
These two members, one of whom must be of junior or senior status will work the entrance to the event and be responsible for working the bar area and oversee the serving of alcoholic beverages to members and guests who have been approved as being of legal drinking age identifiable by the wristband given to members or guests upon their entrance to the event.

Event Monitors (Minimum 2 persons):
These two or more members are responsible for overseeing the crowd and ensuring that members and guests are behaving in ways that uphold the general safety and wellbeing of all members and guests as well as all University and IFC/NPC policies.

Additional Event Monitors (list below):
One member placed at every entry point to unauthorized areas of the event venue to be responsible for restricting members and guests from accessing areas that are not authorized for event use.

Name of Additional Monitor Location Where Monitor will be Placed:
__________________________________________ ______________________________
__________________________________________ ______________________________
__________________________________________ ______________________________
__________________________________________ ______________________________
If you need more than five Additional Monitors, please indicate those members on the back of this document.

External Risk Management Team (ERMT)
To be completed for all social events which are hosted by more than one organization (including mixers). The Primary Risk Manager of the co-hosting organization should complete this section of the Social Event Risk Management Form.

Primary Risk Manager for Event:
This person should be a member of the Chapter’s Executive Committee or the Risk Management Chairperson and is on duty and responsible as the point person for event management. This person is in charge of coordinating all risk management procedures and policies during the event and his/her directions to the chapter shall have the authority equal to the president.

Event Monitors (2 persons):
These two or more members are responsible for overseeing the crowd and ensuring that members and guests are behaving in ways that uphold the general safety and wellbeing of all members and guests as well as all University and IFC/NPC policies.

On behalf of the student organization hosting or co-hosting this event, I have reviewed and agree to the Social Event Risk Management Duty Schedule and that I will do my best to provide reasonable measures to ensure the safety and well being of all members and guest of this social event.

IRMT Primary Risk Manager: ___________________________ (Print Name) (Signature) (Date)

ERMT Primary Risk Manager: ___________________________ (Print Name) (Signature) (Date)