Online Event Registration

1. Go to the online form (you must be logged into mybucknell)
   https://buapps.bucknell.edu/script/greeklife/eventrequest/default.aspx

Event Request Form

Event Drafts

Event drafts that have not been submitted after 2 weeks from the last edit will be deleted automatically.

Delete Event   Edit Event

Submitted Events

Pending Events: Approved Events:

View Pending Event   View Approved Event

New Event

To register an event, click on *New Event* tab at the bottom of the page.

You can always save a draft of an event request and they will show up under Event Drafts.

After 2 weeks a draft will disappear.

All submitted event requests will show up under Submitted Events.

Event Form

Event Details

Name of Chapter: Delta Gamma

Event Name: *   [type in Name of Event]

Event Theme: *   [type in Theme of Event]

Event Type: *   [Not Selected ▼]

Description of Event: 250 Character Maximum

[type in a Description of what's going to happen]

Date of Event: * [mm/dd/yyyy]   Start Time: * [Not Selected ▼]

End Date: * [mm/dd/yyyy]   End Time: * [Not Selected ▼]

Door Access

Door access during event: ● No   ○ Yes

Door access for setup: ● No   ○ Yes

Door access for clean-up: ● No   ○ Yes

Additional Event Information

Is there an organization co-hosting this event?   Estimate the number of attendees: * [ ]

● No   ○ Yes

Will there be alcohol served at this event?   Is there an admission fee?

● No   ○ Yes   ● No   ○ Yes

Will there be a source of entertainment?

● No   ○ Yes

Who is invited?

● Open   ○ Invite Only

[Back] [Save] [Save and Continue]

Fill out information about the event.

The form will not allow you to continue if you do not fill out the required information (*)

If your event is *Invite Only,* please be prepared to submit an accurate guest list.

Alcohol Form

Alcoholic Beverages

What type of alcohol will be served at this event?*

Amount:

_____

Alternate Beverages and Food

What non-alcoholic beverages will be served at this event?*

Amount:

_____

What types of food and snacks will be served at this event?*

Amount:

_____

Additional Alcohol Information

Will the alcohol distributers be from an outside source?

Will the event require private security?

◉ No ○ Yes

◉ No ○ Yes

If there will be alcohol at the event, the form will prompt you to answer the following questions.

Additional Requirements of Social Greek Organizations:

1. The serving of alcoholic beverages must conclude by 2:00 am. In accordance with the Fraternity Insurance Purchasing Group (FIPG) guidelines, InterFraternity or Panhellenic Council policy, and/or inter/national organization policy, social Greek organizations are permitted to host only "BYOB" social events which are not open to the general public. Hard alcohol is not permitted at fraternity functions at any time.
2. Social Greek organizations hosting events with alcohol may admit only those persons whose names appear on a pre-determined invitation list located at the front door of the facility monitored by members of the hosting organization.
3. Student organizations hosting an activity in a University or non-University-owned fraternity house at which alcoholic beverages will be available must register with the Office of the Deans of Students using only this Social Event Registration Form (SERF).

On behalf of the student organization, I have read and agree to abide by the University's Alcohol policy as contained in the Student Handbook and above, and all the other risk management policies, regulations, and/or procedures relevant to my organization. I understand that the completion and acceptance of this form only indicates registration of the social event, id does not signify University sponsorship or approval of the event.

Date: * 1/17/2018 Signature: * Type your full name here

Back Save Save and Continue

Anyone filling out the form will be asked to sign and date that they've read and are knowledgeable about university policies around events with alcohol.

Alcohol Form

Alcoholic Beverages

What type of alcohol will be served at this event?*

Amount:

_____

> Please specify the type of alcohol being served at this event
> Please specify the amount of alcohol being served at this event

---

Alternate Beverages and Food

What non-alcoholic beverages will be served at this event?*

Amount:

_____

> Please specify the type of beverages being served at this event
> Please specify the amount of beverages being served at this event

What types of food and snacks will be served at this event?*

Amount:

_____

> Please specify the type of food being served at this event
> Please specify the amount of food being served at this event

Additional Alcohol Information

Will the alcohol distributers be from an outside source?
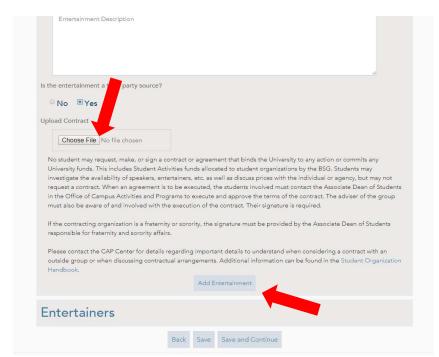
Will the event require private security?

◉ No ○ Yes

◉ No ○ Yes

If you don't have the information, you will not be able to continue. Please save the draft and come back to it with the appropriate information.

Entertainment Form

Entertainment

Entertainment Description: *

250 Character Maximum

Entertainment Description

Is the entertainment a third party source?

○ No   ○ Yes

Add Entertainment

Entertainers

Back   Save   Save and Continue

In 250 characters or less please share information about the entertainment. It can be as simple as an ipod & playlist, or it could be a dj or contracted company. You must put something here to proceed.

Entertainment Description

Is the entertainment a third party source?

○ No   ☑ Yes

Upload Contract

Choose File   No file chosen

No student may request, make, or sign a contract or agreement that binds the University to any action or commits any University funds. This includes Student Activities funds allocated to student organizations by the BSG. Students may investigate the availability of speakers, entertainers, etc. as well as discuss prices with the individual or agency, but may not request a contract. When an agreement is to be executed, the students involved must contact the Associate Dean of Students in the Office of Campus Activities and Programs to execute and approve the terms of the contract. The adviser of the group must also be aware of and involved with the execution of the contract. Their signature is required.

If the contracting organization is a fraternity or sorority, the signature must be provided by the Associate Dean of Students responsible for fraternity and sorority affairs.

Please contact the CAP Center for details regarding important details to understand when considering a contract with an outside group or when discussing contractual arrangements. Additional information can be found in the Student Organization Handbook.

Add Entertainment

Entertainers

Back   Save   Save and Continue

If the entertainment is coming from a third party source, please upload the contract.

After you enter all the information, click on the *Add Entertainment* tab.

Entertainers

ENTERTAINER 1

Entertainment Description   ipod playlist

Entertainment is a third party source   No

Delete Entertainer

Back   Save   Save and Continue

Your entertainment will then show up underneath Entertainers. You can add multiple forms of entertainment to your event.

Click *Save and Continue* when you've entered all information.

Location Form

Location Details

Is the event off campus?

⦿ No   ○ Yes

Please input the location of the event *

Back   Save   Save and Continue

Add information about the Location. If the event is taking place on campus please indicate which building the event will be in.

Location Form

Location Details

Is the event off campus?   Will your organization be providing transportation?

○ No   ⦿ Yes   ○ No   ⦿ Yes

La Primavera   *   To schedule transporta...   Transportation Services

Back   Save   Save and Continue

If the event is taking place off campus, please share the name of the venue and whether or not your organization will provide transportation.

Risk Management Form

Internal Risk Management Team

To be completed for all Social Events and submitted with the Social Event Registration Form (SERF).

PRIMARY RISK MANAGER: *   [Not Selected ▾]

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 authority equal to the president.

EVENT ENTRANCE MONITORS: *   [Not Selected ▾]   [Not Selected ▾]

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: *   [Not Selected ▾]   [Not Selected ▾]

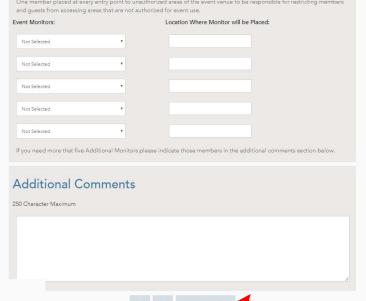These two members, one of whom must be of junior or senior status will work the entrance to the event and be responsible for working the bar area and oversee the serving of alcoholic beverages to members and guests who have been approved as being of legal drinking age identifiable by the wristband given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

EVENT MONITORS: *   [Not Selected ▾]   [Not Selected ▾]

These two members or more members are responsible for overseeing the crowd and ensur... behaving in ways that uphold the general safety and wellbeing of all members and guests a... IFC/NPC policies.

ADDITIONAL EVENT MONITORS:

One member placed at every entry point to unauthorized areas of the event venue to be re...
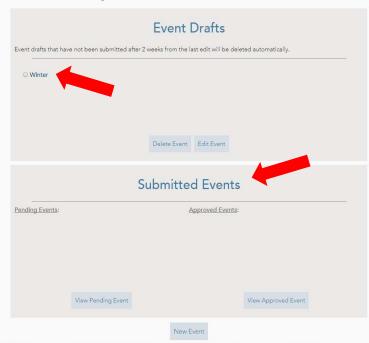

The risk management form will automatically pull your chapter roster. Please select the members from your chapter who will fill each of the following responsibilities.

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.

Event Monitors: Location Where Monitor will be Placed:

[Not Selected ▾]   [   ]

[Not Selected ▾]   [   ]

[Not Selected ▾]   [   ]

[Not Selected ▾]   [   ]

[Not Selected ▾]   [   ]

If you need more that five Additional Monitors please indicate those members in the additional comments section below.

Additional Comments

250 Character Maximum

[   ]

[Back] [Save] [Review and Submit] ⬅

Each facility is unique, please indicated based on the venue that you have selected, where each of your monitors will be placed.

Once all the information has been added, click *Review and Submit.*

Event Request Form

Event Drafts

Event drafts that have not been submitted after 2 weeks from the last edit will be deleted automatically.

○ Winter ⬅

[Delete Event] [Edit Event]

Submitted Events ⬅

Pending Events: Approved Events:

[View Pending Event]   [View Approved Event]

[New Event]

The system will take you back to the main page once the event has been submitted.

If the event has been submitted it will appear under *Submitted Events*. If you save without submitting, the event will appear under *Event Drafts*.

Submitted events will then have to wait for approval from co-hosting groups (if applicable), advisors, and the Office of Fraternity and Sorority Affairs.

Please allow each of your approver's time to review and approve events, a few hours' notice is not acceptable.

Contact fsa@bucknell.edu or 570-577-1638 if you have questions.