

## **Banquet Policy**

### Location

1. The location for all banquets must be within 300 miles roundtrip of campus.
2. The location for all banquets must be in Minnesota.
3. No banquets may be hosted at a private home or on private property.
4. A staff member from the Campus Activities Office will be contacting the facility prior to the visit to introduce themselves as a point of contact for the College as well as follow-up after the visit to ensure a successful banquet.
5. Repayment for any and all damages to the lodging, bus, etc is the responsibility of the chapter and policy violations associated with the damages are subject to adjudication through the College's conduct process.

### Duration

1. Banquets are limited to one overnight stay.
2. The duration of the banquet must be less than 24 hours (not including driving time). This prevents organizations from leaving early on a Saturday morning (e.g. 2:00am), for example, and returning to campus after midnight without making an overnight reservation.

### Attendees

1. Banquets attendees are limited to current active chapter members and their one guest. No inactive members may attend banquets. Only those alumni who are a registered guest of an active member of the host chapter may attend banquets.
2. Organizations must provide at least one vehicle and sober driver that is willing to bring any participants back to campus regardless of the time or reason.
3. Organizations must provide at least one sober monitor for every 10 attendees to always assess safety concerns and intervene when necessary. There must be at least one (1) sober monitor per pledge class. Sober monitors are positions of authority and responsibility and need to be able to gain compliance from any attendee (guest or organization member).
4. All sober monitors, sober drivers, and risk managers must attend a workshop hosted by the Campus Activities Office for identifying and intervening in high risk drinking behaviors based upon the FIPG manual.
5. The contact information (names and cell phone numbers) of all sober monitors and sober drivers must be provided to the chapter advisor and the All-Greek advisor.
6. One sober monitor is responsible for contacting the Greek advisor upon arrival and departure from the location of the event.
7. Events that are less than 3 hours in duration (including driving time) do not require the actions in numbers 6 & 7 of this section.

### Food and Drink

1. Ample food and non-alcoholic beverages must be provided by the chapter throughout the event.
2. All alcohol must be provided through a third party vendor. No BYOB is permitted.

3. There is to be absolutely no alcohol consumption before any banquet. This ensures that attendees are not over consuming prior to the event in order to avoid the costs of the third party vendor.
4. No chapter funds may be utilized to purchase alcohol; therefore, third party vendors must provide a cash bar, not an open bar.
5. Underage consumption and drug use illegal and not tolerated. In addition, it is expected that the “Alcohol and Drug Policies While Traveling,” found in the How-to-Guide, will be upheld.

#### Paperwork

1. All banquets must be registered with the Campus Activities Office at least seven days prior to departure. Part of the registration form will include an explanation of the steps the chapter is taking to ensure this policy is followed.
2. Third Party Vendor agreements must be completed and on file with the Campus Activities Office at least seven days prior to departure.
3. Travel packets must be completed and submitted online to the Dean of Students office at least seven days prior to departure. Trips within Saint Peter and to Mankato are exempt from this policy.
4. Every attendee (including dates/guests) must be provided with a copy of the “Greek Banquet Expectations” prior to departure and must sign that they have read and understand the expectations.

In addition to the above policies, all College, local, State, and Federal laws must be adhered to at all times. While these steps will not eliminate the risk associated with Greek banquets, they will have a significant impact on reducing and managing the risk. Both the Inter-Greek Senate and the College reserve the right to revisit this policy at any time to make any adjustments deemed necessary.