

# Greek Banquet Cheat Sheet

Steps for a successful Greek banquet:

## 1) Review the Banquet Policies and Expectations forms:

Where available

- Greek website
- hard copy in the Gustie Den outside of IGC door
- via Andrea in CAO

## 2) Submit a Greek Banquet Registration form to CAO

Where available

- Greek Website
- hard copy in the Gustie Den
- via Andrea in CAO

Required info

- Event details
- Names and contact info for students planning the event
- Names and contact info for sober monitors
- Name and contact info for third-party vendor
  - Facility where event is being held
  - Alcohol provider (if applicable)
  - Signature of alcohol provider
- Other documentation
  - Contract for travel
  - Contract for facility rental
  - List of attendees
  - Acknowledgement of Banquet Expectations
  - Third-party Vendor form if alcohol is being provided
- Advisor signature

## 3) Dean of Students Travel Plan (if applicable)

Where available

- Greek website
- via the Dean of Students Office

- student orgs website

Required when:

- Students will be gone overnight
- OR the event is more than 60 miles roundtrip
- OR more than one vehicle is being used

Info needed:

- Emergency contact info of all attendees
- Event details
- Driver information
- Roster of attendees
- Schedule of event/travel plans
- Waiver

**4) Attend sober monitor training provided by the CAO**

- Provide one sober monitor for each attendee
- Sober monitors should represent every membership class (sophomores, juniors, and seniors)

5) Contact Andrea in CAO with any questions!