**All attending the event will adhere to all policies listed below.**

- Must provide papers that they have notified their National organization.

- All events containing alcohol will be registered according to the IFC event registration policy.

- All Presidents, Risk Mitigation Officers, and Social Chairs will be required to meet with an FSA Staff Member between registering the formal and departing on the formal to be made aware of expectations (this should happen at least one month before the event).

- These events require a full-risk management and risk-reduction plan for the weekend in writing.

- All patrons attending the overnight formals, will be given “best practices” information with resources and such provided by the Fraternity and Sorority Affairs Office, upon your meeting with an FSA Staff Member.

- An itinerary of events that will be happening from when the group leaves to when the group returns on campus, sent to the Fraternity and Sorority Affairs office will be provided when registering for the overnight formal.

- Validation of extra room for guests needing a break which includes food and water (Overnight events)

- Provide an option when registering for the formal, where if a guest may not want to stay in the same room as their date, that there is an option that will be made available for them.

-Alcohol will not be allowed to be consumed in transportation to or from the registered formal destination.

The guestlist will be up to date, as of the date of departure to the formal destination.

Guestlist must include:

- Name

- CWID (if applicable)

- Email

- Birthdate

- Affiliation (if

- Emergency contact name

- Emergency contact phone number