

## Event Categories

Now that you have defined your event, it is time to determine how to categorize it. The three event categories and related requirements are described below:

### 1. Dry

**Description** No alcohol is present from the beginning to the end of the event. The advantages of a dry event from both a legal and public relations standpoint are clear. Dry events are most conducive for retreats, public outings, university functions and events taking place in dry Greek Living Units.

**Requirements** Dry events don't need to be reported on an individual basis. Please submit event schedules to the Program Advisor for Greek Life each semester. (This serves more of a communication, than a security purpose.)

### 2. Third-Party Vendor

**Description** Chapters may contract with a third-party vendor to serve alcohol either at their Greek Living Unit or at another location (i.e. hotel, bar, convention center). If the vendor is contracted to serve alcohol, mandatory guidelines include:

- a. The vendor must be properly licensed. This might involve both a liquor and/or a temporary license to sell on certain premises.
- b. The vendor must carry a minimum of \$1,000,000 of general liability insurance, evidenced by a certificate of insurance.
- c. The vendor must assume all responsibilities that a purveyor of alcoholic beverages would assume in the normal course of business, including:
  - Checking identification prior to service
  - Refusing service to minors
  - Refusing service to intoxicated individuals
  - Maintaining control of all alcoholic containers
  - Collecting all alcohol at the end of the function
  - Removing all alcohol from the premises by 2:00am

**Requirements** Chapters must submit the Event Registration Form, Third-Party Vendor Event Form and guest list to the Program Advisor for Greek Life no later than three business days prior to the event. Not doing so will result in an infraction.

### 3. BYOB (Bring Your Own Beverage)

**Description** If your national organization allows individual chapters to hold events with alcohol in your Greek Living Unit, you may choose to host a BYOB event.

**Requirements** Chapters must follow the BYOB Event Planning Checklist, submit the BYOB Event Form, Event Registration Form and guest list to Program Advisor for Greek Life no later than three business days prior to the event. Not doing so will result in an infraction.

# Event Management

## BYOB Event Planning Checklist

If your national organization allows individual chapters to host BYOB events in your Greek Living Unit, the Office of Student Activities and the Division of Student Affairs can support that type of activity. That support comes with expectations that chapters must meet. The checklist below is not a list of suggestions; these items are requirements for chapters planning BYOB events.

- Be sure to emphasize that chapters cannot supply alcohol to individuals, attendees wishing to consume alcohol must bring their own.
- Post signage that reinforces the strict policy that the chapter will not allow the consumption of alcohol by anyone under the age of 21 (this includes chapter members).
- Individuals of legal drinking age must prove their age and be provided some sort of distinguishing mark (i.e. wristband) signifying their status upon entry into a BYOB event.
- A guest list shall be provided for all BYOB events. Each member (active and associate) will be allowed to invite no more than three guests. Only those individuals included on the submitted guest list will be granted entry into a BYOB event.
- Two sober members must be present at all times during a BYOB event. Sober means alcohol and drug free.
- Common sources of alcohol (i.e. kegs, jungle juice, pooling money for alcohol) shall not be provided.
- Every effort shall be made to offer any intoxicated individual an escort to his or her residence.
- In the interest of maintaining positive community relationships, and in pursuit of Greek ideals, the Greek Living Unit that hosts a BYOB event shall be returned to its normal state by 12:00pm (CST) the following day. This includes all interior and exterior spaces.
- The BYOB Event Form (page 11) and an official guest list must be submitted to the Program Advisor for Greek Life five business days prior to a BYOB event. Not doing so will result in an infraction.
- Reminder: It is illegal to permit consumption of alcoholic beverages by a person under age eighteen. Any person, acting as a social host (anyone hosting a social gathering), found knowingly permitting any person under the age of eighteen, nineteen, or twenty to illegally consume alcoholic beverages is both in violation of South Dakota State University Student Code of Conduct and South Dakota State Legislature (35-9-9)