

Event Planning Guide

A BOLD WAY
TO A BETTER WORLD



LAMBDA CHI
FRATERNITY

The Role of Event Planning

The safety of our members and guests and the success of our events is now your responsibility. Remember that it is through our actions, and through our events that we show our true values. Let them be aligned with the mission & vision of Lambda Chi Alpha and the principles commemorated in our Creed.

Note that it is important as you embark upon this journey of event planning that you remain ready to defy the status quo of Fraternity culture – of parties, of alcohol, and of large scale events with expensive price tags. Demonstrate that you are man among men in your prioritization of member and guest safety over ridiculous themes and over-the-top social events.

Aim to plan events which showcase the Fraternity and its impact on the community positively. Work collaboratively with all of the officers. And be conscious to utilize tomorrow's leaders in planning today's events.

**In Order to Lead,
You Must First Model It**

Model It

To **MODEL IT** means to implement the required functions of your office in order to lead the Chapter effectively. These seven directives are the basic expectations for each brother during his term in office.

MOTIVATE:

Members to seek a balanced Chapter calendar. Complimenting social events with brotherhoods, philanthropies, recruitment events, and educational sessions.

ORGANIZE:

Events well in advance of deadlines so that harm may be predicted and reduced.

DELEGATE:

Event planning tasks to Chapter Members, creating buy-in for events and reducing the stress of planning events alone.

EVALUATE:

Evaluate event success by becoming familiar with the Event Planning Process and Lambda Chi Alpha event planning policies.

LEAD:

The Chapter to host safe and fun events for members and guests.

INSPIRE:

Future Chapter leaders to plan better, more creative events.

TEACH:

Chapter Members how to behave during events to reduce harm while still having fun.

A MESSAGE FROM THE OFFICE OF ADMINISTRATION

Welcome to the world of event planning. You are about to read through the Event Planning Guide for Lambda Chi Alpha International Fraternity. Within these pages you will find a number of different resources and information on the Lambda Chi Alpha Event Planning Process, as well as a step-by-step breakdown of the Event Planning Form. Together the Event Planning Process, the Event Planning Forms, and this Event Planning Guide should be able to assist you in your endeavors to plan chapter events.

The Health & Wellness Team understands that planning an event can be a tough job. As you read through this guide, you will see things that may be able to help you through that process. Some of the materials may not be what you are looking for, for the current event that you are planning, however they do serve as a place to start learning about event planning in general.

Event planning is not something to be afraid of, although sometimes nerves can run high. Remain calm, and keep in mind the 6 P's of Event Planning: Prior Proper Planning Prevents Poor Performance. Simply put, if you have the time to plan the event, use every day that you have at your disposal! Waiting until the last minute only leads to greater frustration.

As you go forward, please know that all of the staff and volunteers that work with event planning are here to help answer your questions. Among the resources you will find in this guide are: the updated steps and guidelines for submitting Event Planning Forms; how to successfully attain a certificate of insurance; and sample contracts that you can use to help better protect yourself in the case of an incident at your event. All of these resources can also be found online within the resource center in your MyLambdaChi profile.

Finally, if you have any questions in regards to event planning or need assistance, please do not hesitate to contact us at healthandwellness@lambdachi.org or at (317)-872-8000.

Yours in ZAX,

The Health & Wellness Team

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BACKGROUND

Intro to Event Planning Forms

If you are planning to hold an event, most likely an Event Planning Form will assist you in all stages of the Event Planning Process. Event Planning Forms are one of the many resources the Office of Administration team provides to assist Chapters in ensuring that events are planned according to policy and with an attention to harm reduction. Commonly Chapters have come to know Event Planning Forms as EPFs.

It's important to understand that Event Planning Forms involve both fraternal and insurance policy. This means that they may ask questions you are unfamiliar with the reasoning behind. This is not an attempt to trap or trick chapters into admitting misconduct – it is always to ensure the safety and appropriateness of events. To be clear, the exclusion from fraternal policy does not make compliance with these requirements any less mandatory. Non-compliance with insurance policy will leave the chapter without coverage.

With this basic understanding, you are ready to begin learning how to complete the Event Planning Process.



EVENT OVERVIEW



Event Basics

This section of the Event Planning Guide will walk you through completing the ‘Event Basics’ portion of an Event Planning Form. This portion provides a general overview of the event being planned.

Event Name

The event name should be values congruent and not make any reference (overt or subtle) to drugs, alcohol, or anything that may be considered offensive. The event name cannot in any circumstance suggest a co-sponsorship with a bar, tavern, or night club.

Event Dates

What are the dates of the event? Ensure that dates are set well in advance for consideration of all variables that may come up during the event planning process.

Begin Time & End Time

Events should be limited in most cases to six hours or less. Events lasting longer than six hours must also provide ample non-salty snacks and non-alcoholic beverages, free-of-charge to all participants.

Location

The event location should be noted the same way as a letter would be addressed. This includes both a location title and a street address (ex: Psi-Psi Zeta Chapter House: 111 University Dr., College Town, USA 12345).

Purpose of Event

All of Lambda Chi Alpha events fall into one of five categories (Brotherhood, Recruitment, Education, Philanthropy, Socialization). A well performing Chapter has a balanced calendar that features a reasonable number of each type of event. If you have questions about what type of event your event would be categorized as, ask your Office of Administration Specialist or call the Office of Administration at 317-872-8000.

Detailed Description of the Event

This is the greatest opportunity the Chapter has to explain what is actually happening at the event. No detail should be left excluded. It is always important to be detailed with your event planning, so creating an agenda or expected timeline for your event is strongly recommended, no matter the event.

HELPFUL HINT

It is always helpful to include any games/activities, theme/decorations, food/drinks, how the guest list was determined, how transportation is being managed, how harm will be reduced. The more details provided for the event ahead of time, the better!

How many times has this event been held in the past?

Each time you host an event you learn something from it. Annual or repeat events may pose a lower level of risk. However, repeating an event too many times can also cause event planners to reduce their attention to potential harm and the level of risk may rise again.

Event Basics (cont.)

Did any accidents occur at any of these previous events?

Be honest! If an accident occurred it is always helpful to understand what happened and what will be done to prevent it from happening again.

Does the chapter have to register this event with the College/University?

On over 80% of campuses with Lambda Chi Alpha chapters this answer is yes. Check with your Interfraternity Council or Greek Advisor if you are not sure.

HELPFUL HINT

For ANY event involving alcohol, some form of University acknowledgement is necessary, even if the event does not have to be registered. This can be as simple as an email from the Greek Advisor stating that you do not have to register the event.

BONUS TIP

A well prepared officer should be able to complete the 'Event Basics' portion of an Event Planning Form for all of his planned events by the start of the semester. This can be best accomplished through a High Zeta planning retreat.

Attendance

This section of the Event Planning Guide will walk you through completing the ‘Crowd Control’ portion of an Event Planning Form. This portion answers the question, who will attend your event.

Planned Attendance

First, consider the purpose of the event. There is no point in inviting dates to a brotherhood function. Second, consider your location and your budget. For every event there is a per-participant cost. This may be as low as wristbands, or as high as seats on a bus. Additionally, every participant poses an inherent risk. The more people at an event the greater the chance that something could go wrong.

HELPFUL HINT

When planning a Lambda Chi Alpha event, make it a Lambda Chi Alpha event. Do not get caught up in inviting so many people that the members are stuck monitoring the event instead of enjoying it.

How will admission be controlled?

There are two options for controlling admission: Guest list and Open to the Public. It’s important to note that both options should still feature an event sign-in sheet that people sign as they enter the event. By maintaining a sign-in sheet the chapter is able to tell who actually attended an event. This is helpful in the unfortunate case that something goes wrong and you need to collect accounts of the event.

GUEST LIST

Most Lambda Chi Alpha events will require a guest list. A guest list is a list of potential event participants, made intentionally, before the event. Made intentionally means the list is not just copy and pasted organization rosters, or a listing of people who might come.

OPEN TO THE PUBLIC

Only recruitment events and philanthropies are allowed to be Open to the Public. Events that have day-of-event ticket sales, or walk-up participation are considered open to the public. Open to the public events are NEVER allowed to involve alcohol. Remember, Open to the Public events are still expected to maintain an event sign-in sheet. This sheet should also be accessible for guests and members to sign out from as they leave your event.

How many members will serve as sober monitors?

Determining the number of sober monitors needed at any given event is as easy as dividing the total number of event participants (including Members) by 10. For events with lower level risk the chapter is permitted to decrease the number of sober monitors to a 1:15 ratio.

HELPFUL HINT

Being a sober monitor means being trained on your Chapter's Crisis Management Plan and knowing the basics of how to appropriately confront a potential issue. Being a sober monitor is a very serious responsibility.

Attendance (cont.)

Will professional security guards be hired for this event?

Professional security is always a good idea for events that total attendance exceeds three times the Chapter Members, which are in attendance at the event. Another way to think about this is that if the event features a members to non-members ratio higher than 2:1 then security should likely be considered to assist your members with any issues that could arise during your event. Security can often be hired through police departments, with off-duty police officers, or through private security companies.

IMPORTANT NOTE: event security cannot carry any form of firearm during a Lambda Chi Alpha sponsored event, unless required to do so by law (see Mandatory Resolution Regarding Firearms, Explosives, and Incendiary Devices).



Crisis Management

This section of the Event Planning Guide will walk you through completing the ‘Emergency Procedures’ portion of an Event Planning Form. This portion assesses the chapter’s ability to predict and prevent harm, as well as the ability to respond in the case of an emergency.

Have all officers and members reviewed the chapter’s Crisis Management Plan?

All Chapters and Associate Chapters of Lambda Chi Alpha should operate with a plan for crisis in mind. Traditionally, this is done with an Chapter Crisis Management Plan, that should be regularly updated by the Chapter’s leadership. All Members of your Chapter should know where to access its Crisis Management Plan and it should be reviewed each semester/term.

Will Emergency Services be on site?

Emergency Services consist of professionally trained first responders and emergency medical technicians. Chapter members trained in CPR do NOT constitute emergency medical services.

Will this event involve any physical activity?

More than likely your event involves physical activity. Any event that involves moving, bending, twisting, running, jumping, skating, etc. is physical in nature. It is recommended that events with physical activity have participant waivers and emergency services present.

HELPFUL HINT

Just because an event or a venue has participation waivers does not mean that the chapter does not need them. In fact, it means just the opposite! If participants are signing a waiver for someone else, they should probably be signing one for Lambda Chi Alpha as well!

Responsible Chapter Member

Name one person to be the lead of the sober monitors and the Crisis Management Plan during the event. As a best practice this should be a chapter officer who is familiar with the event plan.

BONUS TIP

Your Chapter’s Crisis Management Plan should include ways to hold members accountable should they not follow policy. Contacting your Office of Administration Specialist should be at the top of your Crisis Management Plan, after emergency personnel have been contacted.

Event Details

This section of the Event Planning Guide will walk you through completing the ‘Event Details’ portion of an Event Planning Form. This portion further clarifies the responses within ‘Event Basics.’

Will there be any special construction decorations for this event?

Special construction for an event may include things such as streamers, balloons, banners, platforms/risers, stages, or the modification of spaces such as the removal or addition of furniture to a space. As an example, if you are hosting a tailgate mention in this space if the chapter is providing a tent, tables, chairs, etc.

List Drivers

If an event takes place farther than 10 miles from campus, it is recommended that the Chapter coordinate drivers ahead of time. Creating that list ahead of time is a strong event planning practice! Remember, a healthy mix of Brothers and Associate Members should make up your driving list. It goes without saying that Associate Members should not be the only members expected to assist with driving duties.

If the event is more than 10 miles away, how will members and guests travel to the event?

Remember, it is advised that Members travel both to and from the event utilizing the same means of transportation. If buses take Members to the event, it is expected that buses take Members from the event.

What will be the duration of the event?

Any event lasting longer than 6 hours must also provide ample food (non-salty snacks) and non-alcohol beverages. These events must also provide rationale for their length.

HELPFUL HINT

The Lambda Chi Alpha Initiation Ritual is expected to be completed in 6 hours or less. Even Lambda Chi Alpha’s largest Chapters are held to this standard. For assistance in shortening the ritual exemplification contact your Office of Administration Coach or Specialist.

Will ample food (non-salty snacks) and non-alcoholic beverages be available?

Ample food (non-salty snacks) and non-alcoholic beverages are strongly suggested for any event lasting longer than 6 hours or involving alcohol. The associated costs with this suggestion should be considered when planning long events. This includes any form of philanthropic marathon (thon) events.

Who will provide the food?

Note that food preparation/handling/serving is subject to inherent risk. Chapters who choose to prepare their own food or host potluck-style events are first encouraged to consult with a local food safety professional. It is due to this engrained risk factor that the food provider’s contact information is requested. If the event is utilizing a professional catering service or takes place at a restaurant the contact information for the company is requested.



THIRD-PARTY INVOLVEMENT

Co-Sponsors

This section of the Event Planning Guide will walk you through completing the ‘Co-Sponsors’ portion of an Event Planning Form. This portion defines the relationship between co-sponsoring organizations and assures the Office of Administration that an appropriate level of shared-planning has occurred.

Will another fraternity or sorority cosponsor this event?

Be clear whenever working with other organizations as to who is hosting and planning the event. When other groups are involved in planning or hosting it is important to share the responsibility and liability for the event by acknowledging the co-sponsorship.

Will there be alcohol at the event?

Events with alcohol, whether co-sponsored or not, pose an additional level of risk. By selecting ‘yes’ to this question an additional series of questions related to alcohol monitoring should be considered. It is appropriate to answer ‘yes’ to this question anytime alcohol is available during an event. This includes through BYOB and third-party vendors.

Does the other organization have permission to conduct this event if approval is required?

A majority of Inter/national Greek organizations have Event Planning Processes similar Lambda Chi Alpha’s. Make sure the co-sponsoring organization has appropriately completed their Event Planning Process. Remember, co-sponsoring event participants also pose a risk, and any way of ensuring that that risk has been reduced is beneficial to the success of the event.

Have officers from both organizations met to establish event plans?

If your answer to this question is no, the event is likely not co-sponsored. Another good way of telling if an event is co-sponsored is by examining financial commitment. If both organizations have not shared the financial commitment of an event, the event is likely not co-sponsored.

Do both organizations appear on all contracts?

The risk posed by co-sponsoring event participants is directly related, as an exposure, to liability coverage often outlined in contracts. Share the burden of that risk by ensuring all co-sponsoring organizations also sign contracts. As always, send contracts to the Office of Administration for review prior to signing them.

Does this organization have insurance?

If a co-sponsoring organization does have insurance it may be necessary, based on the scale of the event, to request a certificate of insurance. A certificate of insurance acts as proof of insurance. On rare occasions the Office of Administration may request that the Chapter be named as an additional insured on a co-sponsoring organization’s certificate of insurance. In these cases, a member of the Health & Wellness Team will contact chapter leadership.

Will the alcohol policies of all organizations be followed?

In the event that the organizations’ alcohol policies differ, the stricter of the two policies must be followed. In no case should a Chapter of Lambda Chi Alpha encourage or permit another organization to violate any of their policies. To do this shared-planning should occur prior to the date of the event.

Alcohol

This section of the Event Planning Guide will walk you through completing the ‘Alcohol Monitoring’ portion of an Event Planning Form. This portion addresses harm reduction tactics and policy congruence related to events involving alcohol.

Is written permission required by the university/college for alcohol use at the event?

If the answer is yes, make sure that the appropriate form of university documentation is finalized and kept in case any issues arise. If the answer is no, it is still recommended that Chapter leadership work with its university to ensure all necessary policies and procedures are followed accordingly.

Have you read and do you understand the policies of Lambda Chi Alpha?

The planning officer must first read and understand the policies of Lambda Chi Alpha before attempting to plan for any event involving alcohol.

Does the use of alcohol at this event comply with these policies?

Failure to comply with Lambda Chi Alpha policy results in loss of insurance coverage and potential disciplinary action. Questions regarding policy congruence should be directed to healthandwellness@lambdachi.org.

When will alcohol be permitted?

Lambda Chi Alpha does not permit any pre-game or after-party events. Remember, alcohol distribution must be at a controlled rate and must end 1 hour before the end of the event.

How is alcohol provided during this event?

Alcohol may be provided during Lambda Chi Alpha events in one of two methods: BYOB or third-party vendor. No open sources of alcohol are permitted.

Who will serve alcohol?

If alcohol is being served, it should be monitored by either a third party vendor or a sober monitor who is of legal drinking age. Remember, no open access to alcohol is permitted.

What types of alcohol will be present?

BYOB events may only involve Beer or Wine Coolers. Wine and Liquor are not permitted at any Lambda Chi Alpha function, unless served by a third-party vendor.

What charge, if any, will be made for alcoholic beverages?

Select one of the dropdown options. Here there are several policies.

- Admission cannot be charged for events involving alcohol. This includes ticket sales and door “cover” charges.
- Chapter Funds may not be used for alcohol. This includes paying for drink tokens or paying to reduce/subsidize the cost of drinks.
- Donations and Contributions are seen similarly to a “slush-fund” and are thereby prohibited. “Pass the hat” and soliciting funds from members are all included in this policy.
- Not charging for alcohol constitutes open access when through a third-party and is also not permitted.

The only accepted response for third-party vendor events is “charge by drink” while the only accepted response for BYOB events is “no charge.”

Alcohol (cont.)

Describe in detail the check-in process for alcohol and what method will be used to limit consumption:

Alcohol check-in and distribution methods represent the greatest opportunity for harm reduction during events with alcohol. Alcohol check-in methods relate most clearly to BYOB events. While alcohol distribution methods relate to both BYOB and third-party vendor events.

Alcohol check-in should be done by sober chapter members of legal drinking age or alumni. Check-in should consist of ensuring only an appropriate amount of alcohol is being brought in and placing the alcohol in a monitored space. Alcohol should be labeled with the name of who brought it.

There are several authorized methods of alcohol distribution. The key feature of a good distribution method is that it regulates both the amount and rate at which alcohol is consumed. Some examples include: punch cards, tabbed wristbands, and tickets. For specific information on any of these, or other, distribution methods please contact your Office of Administration Coach or Specialist.

Will ample non-alcoholic beverage be provided without charge?

Events involving alcohol are required to provide ample non-alcoholic beverages without charge.

What time will you begin serving alcohol?

Alcohol should only be served during the event time frame and by the appropriate servers. It is recommended that the serving of alcohol conclude one hour prior to the event ending.

What time will you stop serving alcohol?

Note that the time must be at least one hour prior to the event end time, as listed earlier.

How will the verification of legal drinking age be accomplished?

First determine whether drinking age will be verified at the bar or at the entrance of the event. If at the entrance, determine who will be responsible for that verification – Chapter Members or a security guard. If the event has a security guard it is a best practice to use them, rather than a Chapter Member.

How will those persons of legal drinking age be identified?

If legal drinking age is being verified at the bar then "ID Checked Each Time" is the most appropriate response. However, if legal drinking age is being verified at the entrance of the event, then it will be necessary for drinking age to be identified for the bar. The best practice is to use non-removable wristbands for members/guests of legal drinking age and non-transferrable handstamps for Members/guests under the legal drinking age. By identifying both, of-age and under-age participants, the chance of someone being improperly served is cut in half – a participant would have to try twice as hard to circumvent the harm reduction tactics.

What procedures will be taken if minors are observed drinking?

This response should include removal from the event as well as an explanation of post-event accountability, such as a meeting with the Executive Committee.

Will public transportation be provided for individuals that have consumed alcohol?

It is recommended that any event that involves alcohol also plan for the transportation of those participants who have consumed. This approach recognizes Lambda Chi Alpha's continued responsibility for the safety of our members and guests, after an event ends.

Alcohol (cont.)

Will Members and guests be required to check their automobile keys at the door?

If yes, explain how the chapter will determine if Members and guests are ready to drive following the event. Do not attempt to act as police officers or overestimate your abilities. Always side with caution when determining if someone is ready to drive.

BONUS TIP

Utilize the third-party vendor contract template and the third-party vendor checklist to expedite planning events with alcohol. Hosting events with third-party vendors brings professionals, who know how to safely serve alcohol, into the Event Planning Process and helps reduce harm!



Contracts

This section of the Event Planning Guide will walk you through completing the ‘Contracts’ portion of an Event Planning Form. This portion addresses how to establish a safe and mutually-agreeable legal relationship with a company or service provider.

Please check all vendors that will be used for this event:

Only select vendors that will have contracts.

Please attach all applicable contracts:

Attach all contracts, certificates of insurance, and checklists. Note, all contracts MUST identify the Chapter as “[blank]-[blank] Zeta of Lambda Chi Alpha.” Contracts should NEVER identify Chapters simply as “Lambda Chi Alpha.” You can work with your Office of Administration Specialist on how to submit contracts to our office. All contracts must be submitted to the Office of Administration for review prior to the Chapter signing.

BONUS TIP

Always remember the number one rule about contracts: CONTRACTS MUST BE SUBMITTED TO THE OFFICE OF ADMINISTRATION PRIOR TO BEING SIGNED BY THE CHAPTER. Contracts should be submitted at least 30 days before event date or signing deadline, whichever is sooner. If a company requests that you sign a contract by September 1st for an event on September 15th. The contracts should be sent to the Office of Administration by August 1st, not August 15th.

Certificates of Insurance

While this section of the Event Planning Guide does not relate directly to a portion of the Event Planning Form, vendors or Universities may from time to time request a copy of Lambda Chi Alpha's Certificate of Insurance. Additionally, for any event where the chapter will sign a contract with a vendor, the Chapter must provide a copy of the vendor's Certificate of Insurance, naming the Chapter, House Corporation, and the General Fraternity as additional insureds, with the EPF. This section of the Event Planning Guide will walk you through how to request a Certificate of Insurance (commonly called a COI) from a vendor, and how to request a copy of Lambda Chi Alpha's COI. Lastly, this section will also discuss additional insured requests.

Certificate of Insurance

A certificate of insurance is a sheet of paper that outlines the types of liability coverage that an insured (policy holder) maintains. The limits of coverage (the most the policy will pay for a claim) are also stated.

Requesting a COI from Vendors

Most reputable vendors will be readily aware of how to process a COI request. Remember to be clear that the COI must name the chapter "[Blank]-[Blank] Zeta of Lambda Chi Alpha," the Chapter's House Corporation (if applicable), and "Lambda Chi Alpha Fraternity" as three separate additional insureds with primary coverage.

IMPORTANT NOTE

Many insurance companies charge to list entities as additional insureds. Expect that the vendor will pass this cost along to you. Ask while planning the event, if there will be an additional cost for your COI with additional insured requests. Remember COIs with additional insureds are required for any contracted vendor.

Requesting a COI from Lambda Chi Alpha

If your Chapter is in need of a copy of a Certificate of Insurance, please make your request by filling out the form located at: lambdachi.org/coi.

Adding Additional Insureds

Any requests to add third parties, such as universities and colleges, landlords, or special event sponsors to the Lambda Chi Alpha group liability insurance policy as Additional Insureds must be made in writing and be accompanied with appropriate documentation. These requests take approximately two weeks to process, so please plan requests accordingly.

The Fraternity's insurance company charges a \$250 fee to add a third party as an additional insured under the policy. If your request comes in less than 14 days prior to your event there is an additional \$250 rush charge. If the third party is requesting to be added with primary coverage it is a \$500 base charge.

A MESSAGE ON CERTIFICATES OF INSURANCE FROM JAMES R. FAVOR & COMPANY

“Providing a Certificate of your Insurance to another party may be the last chance you will have to apply Risk Management techniques to a given exposure or potential loss situation. To provide Risk Management Services, our staff and your legal advisors need complete information, documentation and adequate lead-time. Your cooperation in following the procedures outlined below will enable our staff and your legal advisors to provide you with effective, and prompt Risk Management Services in response to your Certificate of Insurance Request.

1. Written requests from the party requesting a certificate of your insurance will speed Risk Management evaluation, response, and minimize errors by providing details of the requirements and communications information.
2. To accurately issue certificates of insurance the following information is needed: Fraternity or Sorority Name, Chapter Name, School, Mailing Address, The Parties Concerned, Insurable Interests, The Reason for Providing a Certificate, Contact Information, Date required, and Cancellation Requirements. For lenders the Customer or Loan Number and Required Property Values may be necessary.
3. Requests and supporting documentation should be received in our office 30 days before the certificate is needed. This permits the time needed for gathering added information, review by your legal counsel or the insurance company, and accomplishing adjustments as necessary.
4. Review all contracts with your legal counsel before execution. We do not offer legal advice or draft contractual agreements. We will be pleased to assist your legal counsel in reviewing the risk management considerations of contracts.
5. Functions, Special Events and any Additional Insureds deserve special attention in order to review and attempt to minimize your exposures. Certificate requests for these types of activities should include a complete event planning form including all the appropriate attachments.
6. Risk Management Services and Certificates of Insurance are provided at no charge. Extra charges may apply for Additional Insureds, and for any extra expenses incurred for priority handling.
7. Certificates of Insurance will provide the policy numbers, underwriters, policy period, coverages, limits and deductibles.”

So, how does this apply to you?

Dealing with insurance and vendors can be difficult. So, when you are planning an event, always try to keep in mind some keys points:

- If you are in need of a contract, make sure you place “[Blank]-[Blank] Zeta of Lambda Chi Alpha” for the name.
- If you need a certificate of insurance or are requesting an additional insured, fill out the webform at: lambdachi.org/coi
- If the company you are working with requires an Additional Insured, remember that it will cost the Chapter \$250 (\$500 for primary coverage).

APPENDIX

Frequently Asked Questions

Is my event considered a Lambda Chi Alpha Event?

We first recommend that your Chapter consult with your university on their specific policies, as we are guests of their campus and should follow their guidelines for event planning first. When planning your event, there are a variety of considerations that could make your event a “Lambda Chi Alpha Event” and its suggested you consider some of the following areas:

- Is the event being hosted by a Member of the Chapter or Chapter Officer?
- Is the event financed by the Chapter or Chapter Membership?
- How is it communicated? Who is it being communicated too?
- Is the Chapter leadership involved with the planning? What about your High Pi? Or FSA?
- Where is the event? Do we normally host events in the space we are choosing to have our event?
- Is this event policy compliant? What happens if someone needs to be held accountable for breaking policy?

These questions, as well as suggestions from your Office of Administration Specialist will be beneficial in understating if this is a Chapter event.

My event has no alcohol; do I still need sober monitors?

If alcohol is not served at your event, it is still strongly encouraged that the Chapter implore a point of contact. Traditionally, this is the planning officer who is hosting the event. Setting “Responsible Members” who are the points of contact for the Chapter should an issue arise at an event is always recommended.

Do I always need a guest list?

Any social event you have should have a pre-determined guest list to ensure you know how many and who is attending your event. Philanthropy and recruitment events do not need a pre-determined guest list, however they must still have an event sign-in sheet. All events require an estimated attendance.

Who should be a sober monitor?

Both Collegiate Brothers and Associate Members should be considered to help serve as sober monitors. Big Brother and Little Brother pairs are an excellent way to teach younger Members how to be an effective sober monitor. Associate Members should NOT be the only Members that are sober monitors.

What types of events aren't allowed?

Most events involving water are not covered by our insurance company (i.e. pools, oceans, lakes, rivers). Additionally, due to the number of accidents that have occurred; slip n' slides, tug-of-war, and eating contests are no longer covered events. If you have an idea for an event and you are not sure, ask!

I am signing contracts, should I just put 'Lambda Chi Alpha'?

No. When signing a contract be sure to put your Zeta designation on the form. For example, if your Zeta is “Psi-Psi Zeta,” all contracts should be in the name of “Psi-Psi Zeta of Lambda Chi Alpha.” This ensure that you are only including your particular Chapter on the contract.

I have been asked to additionally insure someone, what does that mean?

If a company or a person wants to be additionally insured that means that they are asking to be named on and covered by Lambda Chi Alpha's insurance policy. Because the Chapter is buying insurance it needs to go through our insurance company. That means that you are buying insurance for your Chapter. This is not a free service however, every additional insured person is \$250. If you submit the request less than 14 days, then there is an additional \$250 rush charge. If you need extra coverage, get the form in early.

I have a question about the Event Planning Process, who do I contact?

Email healthandwellness@lambdachi.org, and a member of the Health & Wellness Team will answer your question as soon as possible.



LAMBDA CHI
FRATERNITY

HEALTH & WELLNESS CONTACT

Zach Rodgers
Health & Wellness Manager
(317) 872-8000
zrodgers@lambdachi.org