



MILLIKIN UNIVERSITY®

Office of Inclusion and Student Engagement

Program/Event Registration Check List

1184 West Main Street
Decatur, Illinois 62522

Please check any of the following item(s) that apply to this event:

- Alcohol will be present at program/event
- Admission will be charged
- External community is invited (Alumni, Decatur community, non-Millikin students, Non -Millikin minors (under 18))
- Event is scheduled to take place/ extend past midnight on University property
- Travel (conference, programs off Millikin University property/ affiliate property)
- Contractual agreements are a part of the program
***All contracts must be signed by the Director of Student Programs.**
- Class not in session (study day, final exam week, winter/summer break, etc.)
- Greek social event (any programs that have inherent risk (formals, inter-fraternal socials, etc.))
- Program/event will be at an external venue (venue other than Millikin University's property)

No Boxes Checked

If you **did not** check any of the boxes above, registration is not required. If the following items are applicable please communicate this with the Office of Inclusion and Student Engagement

- Organization plans to sponsor/host a fundraiser – must fill out the Fundraising Form
- Organization plans to use the Millikin logo/ trademark (t-shirt, novelty items, etc.)

Boxes Checked

If you **checked** any boxes in this page, you must register the event with the Office of Inclusion and Student Engagement. Forms must be FULLY completed (including required signatures) and submitted to the Office of Inclusion and Student Engagement by 5:00pm at least two weeks (10 business days) before your event. Notifications will occur on Wednesday's by 5:00pm.

***See other side for
How to Register/Plan an Event***

Student Organizations

How to Register/Plan an Event

Please note that it is imperative that student organizations plan events further in advance to ensure approval. It is the responsibility of the sponsoring organization(s) to know and abide by all University policies and procedures, as well as those of the sponsoring organization(s)' Inter/National Organizations (when applicable).

To register an event, please do the following:

Step 1: Complete an Event Registration Form (at least two weeks before the event)

Can be found in the Office of Inclusion and Student Engagement or on-line

Forms must be FULLY completed (including required signatures) and submitted to the Office of Inclusion and Student Engagement at least 2 business weeks before your event. We will notify you of our decision by the Wednesday of submission by 5:00pm.

- For Example: If you want to have an event on October 19th (a Friday) then your event registration form must be turned in by 5:00 p.m. on October 5. We would then notify you on October 10th to verify approval or to explain if approval is not granted.

Attach a guest list. All guests MUST be on the final guest lists and have first & last name as well as be in alpha order. Guest must be limited to number of persons that can be safely and reasonably accommodated or 3 times the chapter membership total (including active/non-active members)

All events must end by 2:00am. All music and outdoor events must end at 12:00am (accordance with city noise ordinance.)

Step2: Alcohol Present

All student organizations requesting to have alcohol at their events must complete an alcohol training session each semester. A guest list is required for all events at which alcohol will be present. The guest list must include birth dates of all guests who are 21 years of age or older.

A Third party Vendor Checklist is due at the time of registration. (This form is available in ISE.)

Make sure to read the University Alcohol Policy prior to registering your event.

No open containers of alcohol may leave the premise of the event at any time.

No containers of alcohol may be brought into the event at any time.

Step 3: Security

Security is required for all events with alcohol, or events that extend past midnight

The Office of Inclusion and Student Engagement will schedule one officer for every 100 guests (more officers may be deemed necessary by ISE).

The sponsoring organization is responsible for the costs of security. The usual cost is \$25 to \$30 per hour per guard. An invoice will be provided to the organization and it is expected that payment will be processed promptly.

Security is not required at events without alcohol or that end prior to midnight, but may be scheduled at the request of the sponsoring organization.

Before the event chapter members responsible for the event (i.e. President, Social Chair, Monitors, etc.) must have a meeting with the security officer(s) prior to the event starting to review all specific logistics of the event.

Step 4: Monitors

Each sponsoring organization is required to have two monitors at the event. And check guests who attended

There must be one designated entrance/exit that is monitored by chapter designee and security officer.

The minimum expectations for monitors are as follows:

- To be age 21 or older if alcohol is present
- To be a member or advisor of the sponsoring organization
- To check guests in at the designated entrance/exit in accordance with the final guest list, and to highlight and/or check off all names of guests who are granted admission to the event
- To assist with wristbands and ID checks with security (if alcohol is present 2 forms of ID is expected)
- To monitor the other accessible entry points to help direct guests to the main entrance
- To be available as the spokesperson to any law enforcement if a situation occurs
- Ensure no one under 21 is consuming and/or in the possession of alcohol.
- Monitors may deny admission to anyone who, in their opinion, is attempting to use false/altered form of identification and/or is intoxicated.

Step 5: After the Event

Submit the checked off guest list to the Office of Inclusion and Student Engagement, 24 hours after your event or by 5:00 p.m. on the Monday after your event.

File information about the event with your student organization records- make copies of everything you use as a resource for future planning.