

MSU GREEK COMMUNITY
Social Planning Form
Minnesota State University, Mankato
Revised Spring 2008

All events must be APPROVED by the appropriate governing councils a minimum of 7 days in advance of the event. In most cases, this means that forms should be turned in 2 weeks prior to an event.

Section A

All Chapters involved/ invited/ participating: _____

Detailed explanation of event: _____

Date of event: _____

Exchange (circle): Y N Sisterhood/ Brotherhood (circle): Y N

Fundraiser (circle): Y N Philanthropy (circle): Y N

House Party (circle): Y N

Section B

Time start: _____ Time end: _____ (not later than 2:00 a.m.)

Number of people attending: _____

Location's name (if applicable) and address: _____

2 people responsible for checking ID's (if applicable); to contact if need be:

Name	Contact Info.
1. _____	_____
2. _____	_____

Section C:

Third Party Vendor Information: **(Please fill out COMPLETELY)**

Vendor's name: _____

Address: _____

Phone number: _____

Section D:

The above listed social function will be in compliance with all Panhellenic and Interfraternity Councils, University, Local, State, and Federal guidelines. It will also be in compliance with the above named organization's Risk Management Policies.

Chapter President (sign and print): _____

Chapter Social Chairperson (sign and print): _____