

RISK MANAGEMENT CHECKLIST- FIPG FORM

Revised 10/2024

- All items on this list must be completed.
- If you see a violation of any of the following statements, note your observation on the back of the form.
- Inform the chapter's president of your observations or comments. This form must be turned into the Office of Greek Life 24 hours following the event (or the next business day of the university).
- Contact the office at 985-448-4508 or greeklife@nicholls.edu for more information

Fraternity/Sorority Chapter: _____

Event: _____ Date of event: _____

- ☐ Chapter has monitors at the door.
- ☐ Monitors arrived 30 minutes prior to the event and set up a check-in station
- ☐ Hired/provided security guards are present, in addition to members, serving as monitors.
- ☐ Entrance is well-lit.
- ☐ All guests at the event are on the pre-printed invitation guest list with specific names of all non-members who have been invited. (A group invitation or box of invitations to an entire sorority or open to the entire Greek system, for example, is still considered "open parties.")
- ☐ Monitors check to see if those entering are either members or are on the invitation guest list.
- ☐ Guests' names are checked off the guest list once he/she has entered the event.
- ☐ Members and guests who are of legal drinking age are wearing wristbands and members/guests not wearing a wristband are NOT possessing or consuming alcohol.
- ☐ Members/guests not able to provide proof of legal drinking age are NOT possessing or consuming alcohol.
- ☐ Monitors have NOT been drinking and/or are NOT currently drinking. The locations of the event are fully licensed to serve alcohol.
- ☐ Party guests are drinking 12 oz. beer/wine coolers.
- ☐ Party guests are NOT drinking out of "squeeze" bottles.
- ☐ Members and guests with alcohol are required to show proof of legal drinking age (picture ID with birth date).

As Risk Manager/FIPG representative for the above-stated event, I declare that the statements made on this form are accurate.

FIPG Printed Name: _____ Signature: _____

FIPG Printed Name: _____ Signature: _____

Date: _____