



## THIRD PARTY VENDOR GUIDELINES

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders or who are TIPS trained. A Third Party Vendor must:

- Be licensed to sell and serve alcohol in your state, county, and/or city.  
Have you obtained a copy of the license from the Vendor? **Y / N**
- Have a minimum of \$1,000,000 of general liability insurance, and should name the chapter as an additional insured and Certificate Holder.  
Have you obtained a copy of the Vendor's Certificate of Insurance? **Y / N**
- Agree to cash or credit, per drink sales only to individuals over the legal drinking age [i.e. a cash bar].  
Have you reviewed the Third Party Vendor Checklist with the Vendor? **Y / N**

### PLANNING THE EVENT

- [ 1 ] Are there any university or IFC policies that deal with Third Party Vendor events **ON** campus? **Y / N**  
Are there any university or IFC policies that deal with Third Party Vendor events **OFF** campus? **Y / N**  
If so, what do those policies say?  
Do they require a particular amount of insurance?  
Do they limit the type of alcohol that can be purchased?
- [ 2 ] Have you reviewed your chapter's contract with the Third Party Vendor? **Y / N**  
Ensure the contract is in compliance with the Risk Management Policy:
  - The contract does NOT include drink specials for members/guests as part of the room rental fee.
  - The contract does NOT include a set amount of free alcohol [e.g. 10 free pitchers, 40 free well drinks, two free drinks per member, etc.].

- The contract does NOT require a minimum amount of alcohol sales during the event.
- The contract does NOT provide free drinks for officers and organizers, or drink specials for all women.

[ 3 ] All members and guests must be “carded” at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

- The Third Party Vendor [Recommended]
- The chapter has hired a security company
- Chapter members
- Pledges [NOT recommended]

[ 4 ] How are you marking the guests, members, and pledges who are of the legal drinking age [ i.e. 21 and over]?

- Wristbands that have been dated and marked for that event
- Specific hand stamp unique to the event
- Other [Describe]:

[ 5 ] How will you manage the event?

How many entrances will there be to the party? \_\_\_\_\_

**It is safest to only have ONE entrance to the event.**

How many people are on the guest list? \_\_\_\_\_

**Phi Gamma Delta allows a maximum of three guests per member.**

Who will your officer in charge be for the event? \_\_\_\_\_

How many sober monitors will you have at the event? \_\_\_\_\_

**It is recommended that you have at least one sober monitor for every 15 attendees.**

Who will serve as sober monitors for the event? \_\_\_\_\_

**It is recommended that you do NOT assign pledges to serve as sober monitors.**

How will you identify the sober monitors during the event? \_\_\_\_\_

What are the responsibilities of the sober monitors during the event?

[INSERT IN YOUR WRITTEN PROCEDURES FOR THE EVENT]