

KD Social Event Planner Checklist

Risk Management Checklist of Requirements

The following is to be completed by the director of social events (with oversight by the VP-Events and Programming). Return the completed checklist to the CAB member who advises the director of social events no later than **one week** prior to an event. Failure to do so may result in the event being cancelled. Use additional sheets as necessary and attach the following: all contracts, certifications of insurance from vendors, third-party vendor checklist and other requested attachments. A copy of this completed checklist must be put in the chapter risk management files and director of social events files for the event.

*The activities in the first 4 boxes should be completed as soon as possible in the event planning process. *

Risk Management Activity	Answer	Comments/Special Instructions
Ensure that all contracts have been reviewed by CAB prior to chapter signature. What date was this completed?		
Secure Certificates of Insurance (COI) from vendors and complete, sign and date third-party vendor checklist. What date was this completed?		
If requested by vendors, secure Certificates of Insurance from MJ Insurance. (Use COI request form or online form found at www.mjsorority.com) What date was this completed?		
Have you received any special contract requirements, questionable liability language or additional special insurance requirements? Please contact your LDC and MJ Insurance at the below email no later than two weeks prior to the event to review. Ruth.Akers@mjinsurance.com What date was this completed?		

Name and theme of event:		
Did your CAB approve theme of event? (CAB must approve all themes.)		
Beginning and end times of event:		
Date of event:		
Location of event:		
Name of the director of social events who is responsible for event:		
Contact info for the director of social events:		
Who will be providing security?		Contact information for security:
Will a copy of member and guest birth dates be provided to security? Attach the list to this form.		
Have wristbands been secured by KD? Who is responsible for them?		
Describe any decorations for the event:		
What food items will be available?		
What non-alcoholic beverages will be available?		
Which third-party vendor will be distributing the alcohol?		
Is the designated server(s) 21 and over and not a KD? Have they agreed not to consume alcohol during the event?		

Who are they?		
What third-party transportation vendor is being used?		
If using designated drivers/walkers, what is the process that will be used?		
What process is in place for checking people on/off the bus or in/out of the event?		
Is a list of the members attending the event along with the names of their dates attached?		
How many KD event monitors are there? Who are they?		
If applicable, the co-sponsoring organization should provide an equal number of event monitors. Has this been communicated? How has it been communicated?		
Have KD event monitors received basic instructions of their duties as outlined in the Member Handbook?		
Provide any outstanding questions/issues for CAB. If there are additional questions, please contact your LDC.		

In the rare case of a life-threatening situation that affects a Kappa Delta member and/or guest at the event, call 911 immediately.

Report the situation immediately to your LDC.

Have a safe and successful event!