

**SYRACUSE UNIVERSITY**  
**OFFICE OF FRATERNITY  
AND SORORITY AFFAIRS**

**Social Event Registration Check List/Guide**

1. Set your event date.

**Type of Event:**\_\_\_\_\_

**Date of event:**\_\_\_\_\_

**Time:**\_\_\_\_\_

**Location:**\_\_\_\_\_

**Thursday:** Must begin after 8pm and no longer than 2.5 hours in duration and end before midnight.

**Friday, Saturday:** Begin after 7pm and no longer than 4 hours in duration and end before 2am.

**\*\*Do not include the date of the event as one of the business days.\*\***

2. You need to submit your event theme **12 BUSINESS DAYS** prior to the date of your event (Monday-Friday of when the University is open). You will receive an e-mail regarding approval/disapproval 24-48 hours after your submission.

**Submit theme on or before this date:**\_\_\_\_\_

3. Register Event with FASA online submission **8 BUSINESS DAYS** prior to your event. (For any type of event including on campus Dance Parties)

**Register event on or before this date:**\_\_\_\_\_

*\*\*Insurance Forms from 3<sup>rd</sup> party vendors will need to be given to FASA before registration.\*\**  
*In the event that your party registration is not complete or invalid you will receive an e-mail from the FASA Staff.*

4. If alcohol will be present (BYOB), before the date of your event you will need to:
- Assign Sober Monitors and have a way for guests to clearly identify them
  - Prepare signs with the follow:
    - Names of the Sober Monitors
    - Name and Phone Number for at least 3 taxi services
    - Drinking when you are under the age of 21 is against NY State Law
    - Providing alcohol to anyone under the age of 21 is against NY State Law
  - Purchase non-alcohol beverages
    - In, at the least, serving sizes equal to those guests under 21
  - Prepare Drink Tickets for guests over 21 (6 or 4 tickets depending on type of alcohol)
  - Guests List (Labeled)
    - Print two copies: one for FASA, Pre-List, and one for event sign in, post-list.

5. Wristbands and Guest List

*(Does not apply to on-campus Dance Parties or events at a 3<sup>rd</sup> party vendor)*

Pick up wrists bands in the FASA Office the **Thursday or Friday prior** to your event. Your guests list will also need to be turned into us at this time.

**Thursday 10am-4:30pm**

**Friday 9am-2pm**

Guest list will be typed and numbered with underage guests (those under 21) clearly labeled.

**Pick wristbands up on this date:**\_\_\_\_\_

6. After the Party/Posts List

Your post-list and receipts will need to be turned in to the Assistant Director of FASA by 5pm the day following your party, or Monday by 5pm if your party occurs on Friday or Saturday.