

# Planning Safer Chapter Events



Poorly planned chapter events can result in injuries and lawsuits for those who organize and attend them.

Chapter Officers can plan for safer events first and foremost by following their organization's policies. It is our hope that this checklist might guide chapter in planning safer events and activities.

As always, review **your** organization's policies and use this guide as a supplement to your organization's existing risk management procedures.

Should you have any questions or concerns, please do not hesitate to contact us at [mjsorority@mjsorority.com](mailto:mjsorority@mjsorority.com) or 888.442.7470.

## Things to Consider Before Your Event

Before you dig into the details of event-planning, we recommend you consider the questions on the following pages before you proceed with your organization's event planning guidelines.

While your organization might have minimum advance notice requirement for events, it usually takes at least three months of preparation in order to carry out a well-planned, successful event. Depending upon the size and scale of the event, this timeline can be shortened, but it is advisable to start planning everything as far out as possible as venues fill up quickly.

**AN HOUR OF PLANNING CAN SAVE  
YOU 10 HOURS OF DOING.**

*Dale Carnegie*

# Things to Consider 60–90 Days Before the Event

## 1

### What are the goals of your event?

Before you address any event specifics, it is important to brainstorm the following:

- What your goals for this event?
- How do these goals relate to the mission of your organization and chapter?
- What type of event can best achieve your goals?

## 3

### Select a venue.

Once you have settled on the type of event, when it comes to choosing a venue consider the following:

- Have you checked with the campus life office to see which venues they recommend?
- Have you consulted prior customers, such as other NPC or student groups, about their experience with the venue?
- Does your campus have a list of recommended venues?

## 2

### Select a date and time.

Creating a good impact report means being transparent with your audience. Back up your claims with relevant data. Keep your sentences concise when necessary, but dive into detail when it comes to qualitative and quantitative evidence. Remember: an impact report is a combination of understanding your mission, your work, and your audience, and communicating that clearly with the rest of the world.

## 4

### Review your organization's event planning guidelines.

Your organization has created event planning procedures to assist you to plan safe events. Connect with your Chapter Advisor and/or Headquarters to determine your next steps once you have established your event goals, date and time, and venue.

# Questions to Ask the Venue Hosting Your Event



REQUEST	WHY?	LEARN MORE
Request a Certificate of Insurance from the venue hosting your event	You want to make sure the venue has adequate insurance limits to protect themselves in case of a claim	<a href="#"><u>Reviewing Contracts 101</u></a>
Request a Certificate of Insurance from the third-party serving alcohol (if applicable)	You need to make sure the third-party serving the alcohol has \$1M minimum limits for Liquor Liability, which is in addition to their General Liability coverage.	<a href="#"><u>What is liquor liability?</u></a>
What type of security will you have at event?	Before committing to a venue, you will want to make sure it can meet your organization's minimum security requirements.	Review your organization's security policy.

## SAMPLE VERBIAGE TO REQUEST CERTIFICATE FROM THIRD-PARTY

As part of our event planning process we are required by our National Organization to obtain a Certificate of Insurance from venues/vendors we chose to use for our events. It is recommended that we use vendors/venues with a minimum of \$1, 000,000 General Liability and \$1,000,000 Liquor Liability. The General Liability and Liquor Liability limits must be shown on the Certificate of Insurance for venues/vendors where alcohol is being provided. The purpose of this document is to simply provide the limits and proof that coverage is in place. We are not asking to be covered under your insurance policy as we have an insurance policy that will cover any damages caused by our negligence.