

# Southern Methodist University

## Social Event Registration Form (Event Monitors Addendum)

### BASIC INFORMATION

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Organization(s): \_\_\_\_\_

### EVENT MONITOR OVERVIEW

When using buses, each bus should have two Event Monitors. Events must have one Event Monitor for every fifty guests (this number does not include bus monitors). All Event Monitors must be TIPS trained and full and active members of the organization — not “pledges” or non-initiated members.

How many event monitors will be on buses? \_\_\_\_\_ How many Event Monitors will be at the event? \_\_\_\_\_

Total Event Monitors: \_\_\_\_\_

Are all Event Monitors active members of the organization?  Yes  No  
Are all Event Monitors TIPS trained?  Yes  No

### EVENT MONITOR AGREEMENT

Duties of an Event Monitor include, but are not limited to:

1. Helping to ensure that alcohol is only served to participants who are of legal drinking age.
2. Helping to ensure that each participant provides legal and accurate age identification proving that they are at least 21 years of age before they are served alcohol.
3. Helping to ensure that food and non-alcoholic beverages are served throughout the event.
4. Helping to ensure that intoxicated individuals are not served alcohol.
5. Helping to ensure that guests do not attend the function intoxicated.
6. Helping to ensure that safety issues are attended to immediately.
7. Helping to contact event security as appropriate.
8. Helping to ensure that no guests are using illegal substances at any time.

**We, the undersigned, agree to be Event Monitors throughout the entire event. We will not consume alcohol or use illegal substances at least four hours prior to the event or during the event. As Event Monitors, we are responsible for assisting with ensuring that the sponsoring organization conducts its event in compliance with all University policies and local, state, and federal laws.**

_____ Printed Name	_____ Signature	_____ Date	_____ Org
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If more Event Monitors are required, please submit another Event Monitors Addendum.