



Fraternity and Sorority Life

ON-Campus 3rd Party Vendor Checklist for a Successful Function!

If your chapter would like to plan a function (formal/cocktail/party) where alcohol is served and is open to members & guests, here are the steps you should follow:

1 – Reserve the room.

- The “designated” places for Dining Services to easily host an event with alcohol include:
 - Ballroom
 - West Room/Koudelka Balcony
 - East Room
- Other options may include the new Townhouse space or an outside venue (The Pavilion).

2 – Talk with Dining Services about serving alcohol at your event. Contact Lauren Ferry.

*Dining Services has their own an ABC license, so they are considered a 3rd Party Vendor.

- Tell Lauren the date/time/location of your event.
- See if Dining Services is able to serve at the location you reserved - if so, then you will need to tell Lauren that you want to hire one of their staff members to serve at the event. You can talk with him about what type of alcohol (wine/beer) to purchase.
- If Dining Services is not able to serve at the location you reserved, then you have two options.
 - Option #1 – change your reservation to another location.

3 – Write a Memo to Bob Driskill for your LPD police requests. (3 weeks prior to the event)

- On the Memo include:
 - Indicate the location of the event.
 - Indicate the time of the event (have the police arrive at least 30 minutes beforehand, and stay until the end of your event to disperse the crowd).
 - Indicate the Date of the event.
 - LPD works in pairs, so indicate how many “pairs” you will need. Generally, 2 officers is fine.
 - LPD works for a minimum of 3 hours, so plan your event accordingly.
- Copy (cc) the Memo to the following people:
 - Lisa Womack, Business Office (She actually makes the request to LPD)
 - Heidi Scheusner
 - Carrie Peak
 - Dean Eccles (He will cover the costs of LPD)
- Continue to contact Lisa Womack to follow-up with your request until the request has been confirmed.

4 -- Start filling-out the 3rd Party Vendor form. Indicate guests per member.

For any out-of-town guests, please include their birthdate beside their name.

- 3rd Party Vendor forms are due by Wednesday by 5pm to the Office of Student Activities. If your event is on Thursday, then the form is due 48 hours in advance.

If your event is open to ALL LC students, then you will need to do the following:

Complete an Alcohol Registration form (located in OSA office).
Fill out the form and meet with Heidi Scheusner, Director of Student Activities, at least 3 weeks in advance.

Heidi will help walk you through preparations for a beer garden, plans for members to check LC IDs at the door, wristbands, etc.