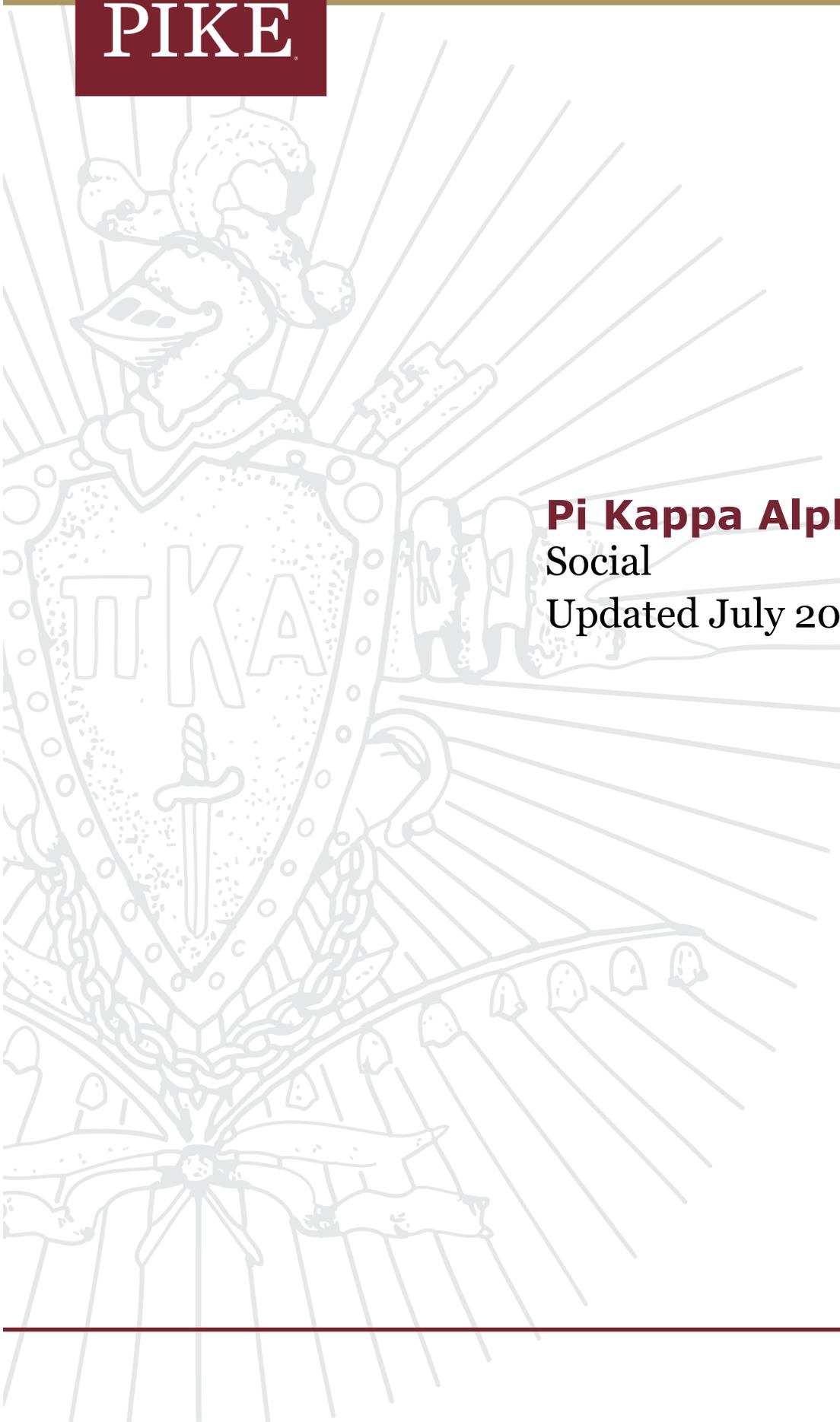


PIKE

**Pi Kappa Alpha**

Social

Updated July 2019



## Foreword

The contents of this handbook are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha International Fraternity for the use by any chapter or volunteer which are interested in establishing or improving their programming.

It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha International Fraternity, which is a fraternal affiliation of over 220 chapters, over 15,000 active undergraduate members and over 300,000 alumni and several nonprofit corporations, including, but not limited to Oak Service Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire International Fraternity.

This handbook is an educational guideline which only contains suggestions and recommendations developed by various chapters and alumni which were able to develop successful programs. It is published and available to any chapter through the International Fraternity in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional, and nothing is mandatory. Participation is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the communication model, then the suggestions can be utilized with the understanding that any handbook or guide is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the communication model is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

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## Overview of Handbook

It is important to follow a few recommendations when reading through this handbook. The first recommendation is to think of this handbook as a guide while you are social chairman. This handbook is laid out in a fashion so that as you progress through the year, you will then advance to the next segment of the handbook. However, you do not have to read this handbook sequentially just because of that. If you only want a certain aspect of the handbook for reference, simply skip ahead to that part of the book. Also, you do not have to do everything exactly as this handbook states, but this handbook outlines some of the best practices being used today. Again, this handbook is simply a reference tool, so use it as such. If anything in this handbook does not sound familiar to you, some reevaluation and changing of processes may be in order, which leads to the next recommendation.

Do not let unfamiliarity or tradition keep you from implementing the ideas in this handbook. It is very easy to go through and simply read this handbook for general knowledge and understanding of the position. Unfortunately, things will not change or get better in your chapter unless you act. In order to get the most out of this handbook and to make the greatest impact on your chapter, it is recommended to take the ideas in this handbook and put them into action. By taking action, you will get the most out of your position, which leads to the final recommendation.

Enjoy your position! No matter what reason you had for taking this position, make sure you fulfill your duties to the best of your ability. Much like the undergraduate fraternal experience, your tenure in this position will be very brief so do your best to make a positive impact and better the overall chapter. If you work your hardest to ensure this happens, you will truly have a rewarding undergraduate fraternal experience. Good luck!

## Social Checklist

This document is provided so chapters or colonies can use this to create a social management plan template. In order to have the most effective social management plan in place it is recommended that the chapter/colony add the Fraternity *Standards*; as well as the university policies and any federal, state, county rules and regulations that are applicable to health & safety programs.

Once the chapter or colony has customized this sample social management plan, gathered the Fraternity *Standards*, all the supplemental university policies, federal, state and county rules and regulations as well as any pertinent information to the chapter/colony, it is recommended the chapter/colony print off all items and place them in a three-ring notebook, as well as maintaining an electronic copy. This is to document policy and procedure and allow for revision as needed to further enhance chapter/colony operations.

## Understand your Position

### Purpose of Social

The purpose of social is to ensure that each chapter member can meet and interact with new people in a social context.

### Job Description

As the social chairman, you are the primary organizer and overseer of the events that allow chapter members to meet new people in a social context.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### Goals

- ◆ Ensure that every chapter member is eager and able to participate in events in order to meet new people.
- ◆ Ensure that health and safety of members and guest(s) is addressed before, during and after each event.

### Weekly Tasks

- ◆ Hold weekly social committee meetings
- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to social
- ◆ Manage the social budget
- ◆ Document attendance at each social event
- ◆ Evaluate and document a health and safety evaluation, preparation and management before, during and after each event

### Semester Tasks

- ◆ Structure and organize a social committee
- ◆ Set goals related to social
- ◆ Set the social budget
- ◆ Plan and hold one formal
- ◆ Plan and hold one semi-formal
- ◆ Plan and hold multiple mixers
- ◆ Plan and hold multiple date parties
- ◆ Plan and hold multiple socials
- ◆ Plan and hold multiple parties
- ◆ Create and maintain a uniform social handbook including guidelines, ideas, and suggestions for future social chairman
- ◆ Assist in the completion and submission of a Year End Summary

### Completion of Position

- ◆ Review position with the new social chairman and provide a written note to successor and any other materials that were developed during your tenure as social chairman including a uniform social chairman handbook with guidelines, ideas, and suggestions for future social chairman

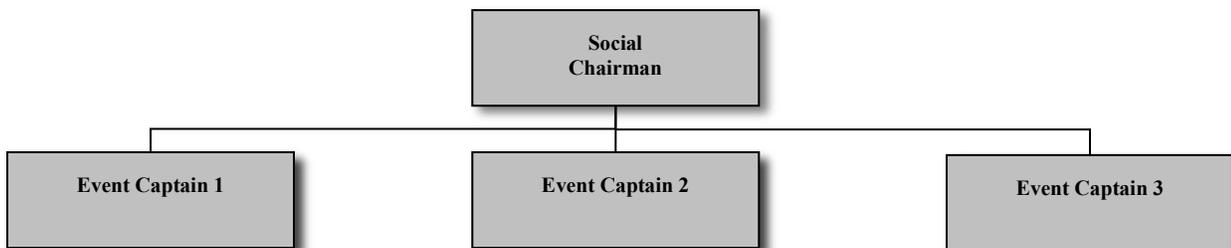
## Create the Plan for your Position

### Organize the Committee

In order to more effectively accomplish your duties as the social chairman, it is important to form a social committee. The steps involved with forming your committee are: (1) determining who is interested in being involved with the committee and (2) which positions each person should hold in the committee.

The first step to forming the social committee is determining who wants to be involved with the committee. In order to get the best response for involvement, you want to engage the chapter membership through numerous avenues, typically via electronic communication such as e-mail or Facebook as well as in person during the chapter meeting or a separate meeting. Prior to sending out communication asking for help from chapter members, you want to make sure you have a way to meet with all of those interested and delegate responsibilities, typically through a meeting on campus or in the chapter house (if applicable). Once the meeting location is finalized, you simply want to engage the chapter by telling those who are interested about the meeting time and location. Ask for chapter members to hold up their hands if interested when in chapter and to respond if sent out over e-mail. This is to ensure you have interest from the members since otherwise you will have to appoint and ask certain members to help with the committee. Once you have verified involvement from chapter members and informed them of the meeting, you may now determine the best method to delegate responsibility within the committee.

The purpose of the meeting with the chapter members who will be involved is to give each person a role, a goal, and a title since this will be the best way to engage each person. Prior to holding the meeting, you want to ensure you have a good understanding of the way you will delegate responsibilities. After receiving initial interest responses from or identifying certain chapter members, you will now have a good idea of how many people will be involved with the committee. Depending on the number of people involved, the social committee is typically composed of many undergraduate members.



The number of undergraduate members will vary depending on the number of social events you choose to have. A brief job description for these positions is listed below along with a full-page overview for these positions which can be given to each member of the committee and can be found starting on the next page in this handbook.

**Event Captain(s)** –the primary organizers of the various social events. There should be an event captain for each social event.

These are typically the positions involved with the social committee. However, if you are unable to identify enough chapter members to be involved with the committee and oversee each event, it is recommended to work to combine the outlined positions so that every event will have oversight and be successful. For example, if you only have five-chapter members involved for ten events, you can then combine the responsibilities of two events to everyone in the committee. Also, if you can identify more than enough chapter members to be involved with the committee, you may work to add positions so that you are not turning away help. For example, if you have twelve-chapter members involved, you can give each person oversight of an event and add more positions such as another event captain for each big event you must ensure these bigger events are successful. As you can see, the committee structure is very flexible and primarily used to ensure all the responsibilities associated with the social program are completed. If you ensure that all responsibilities are accomplished and you are effectively engaging more chapter members, the social committee and program will be successful.

Once you have created the social committee, you will want to be continually updated on progress with tasks that the committee members are charged with, so it is recommended to hold weekly social committee meetings. During these meetings it is important to allow every person in the committee (or at least those who are relevant to those events at that time of the year) to detail what it is they have done in the past week, what they failed to do in the past week, and anything that they plan to do or major events that are taking place in the near future. It may even be helpful to utilize and expect a report from each committee member, like the one outlined on page 9. These meetings should not take long but it is a simple way to help ensure all necessary work is completed while also effectively delegating responsibilities.

# Event Captain

## Job Description

As an event captain, you are the primary organizer of a specific social event. There should be an event captain for each social event.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

## Responsibilities/Duties

- ◆ Scheduling and organizing a social event
- ◆ Budgeting for the costs of event
- ◆ Notifying membership of event

## Goals

- ◆ Complete scheduling and organizing of event at least two weeks prior to the event
- ◆ Notify membership of event at least two weeks prior to the event
- ◆ Document attendance at event

## Weekly Tasks

- ◆ Continually maintain the budget for the event
- ◆ Continually evaluate options for holding the social event

## Semester/Quarter Tasks

- ◆ Schedule and organize one social event
- ◆ Notify membership of event in order to increase attendance
- ◆ Document attendance at event

## Completion of Position

- ◆ Review position with the social chairman and return at least a written note to successor and any other materials that were developed during your tenure as event captain for future use

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

## **Sample Weekly Committee Member Report**

*Please provide a 2-3 sentence answer for each question.*

**What have you done in the past week?**

**What have you failed to do in the past week?**

**What do you plan to do in the upcoming week?**

**What other events take place soon?**

**Do your events/activities cost any money?**

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

## Set the Goals for your Position

Once you have the committee formed, the next responsibility as the social chairman is to determine and set the goals for your position. When setting goals for any position, you should always determine the metric that you can use to appropriately determine success or failure with your work. Since the objectives as social chairman are to ensure that every chapter member is eager and able to participate in events in order to meet new people and ensure that risks are mitigated before, during and after each event, you must determine metrics that will allow you to determine success or failure when your position is complete in addition to giving status updates while performing the duties as social chairman. With that being said, you want to determine how you can best judge whether you are accomplishing this objective.

You can easily assume that providing at least one opportunity per month for most members to participate in social events is a good determinant of the status of accomplishing the first objective. Additionally, providing at least one formal and one semi-formal per semester/quarter will also ensure that this is accomplished. If you can identify different activities or events to organize the membership involvement around, you should be able to accomplish this task. In order to accomplish the second objective, you can evaluate and document a health and safety evaluation, preparation and management before, during and after every event.

This leaves you with your goals for the social chairman position and allows you to easily get a weekly update on how the chapter is performing with the social program so that you may make changes or corrections if necessary. You should take note of these goals that you have now set and continually revisit them on a weekly basis. Again, the goals you have set are:

- ◆ Organize and hold at least one formal per semester/quarter
- ◆ Organize and hold at least one semi-formal per semester/quarter
- ◆ Organize and hold at least one social event (either mixers, date parties, socials and parties) per month
- ◆ Evaluate and document a health and safety evaluation, preparation and management before, during and after every event

Now that you have set the goals for your position, you can now set the overall financial goal so that you may successfully accomplish the goals for social.

## Set the Budget for your Position

When setting the budget for social, you must take into consideration all the possible expenses that may be incurred during the program and then work with the treasurer to allocate the correct amount of the budget to social. You can first begin to think of all the expenses that will be incurred during the program.

After reviewing the expenses of social, you can determine that many of the expenses will be incurred primarily if you need to purchase any materials for the event(s). Depending on the number of social events you hold, the list of expenses can then look something like this:

- ◆ Formal
- ◆ Semi-formal
- ◆ Mixers
- ◆ Date parties
- ◆ Parties

Once you have determined what the expenses will be, you can then begin to work with the treasurer to ensure the correct amount is allocated to the social budget. The best way to go about working with the treasurer is to submit this information with the approximate corresponding amounts into the treasurer on the committee budget request form. This form can be found online at [www.pikes.org](http://www.pikes.org) in the financial documents of the officer resources. It would be beneficial to practice working with this document to make sure you fully understand how it works before developing your social budget with the document. After entering this information, the document you submit to the treasurer should look something like the table listed below:

<b>ΩΩ Chapter of The Pi Kappa Alpha International Fraternity</b>		
<b>Social</b>		
<b>Budget Request Form</b>		
<b>Event/Activity</b> (see detail pages for more)		<b>Amount</b>
<b>Formal</b>	<b>\$</b>	<b>5,000</b>
<b>Semi-formal</b>	<b>\$</b>	<b>3,000</b>
<b>Mixers</b>	<b>\$</b>	<b>2,000</b>
<b>Date Parties</b>	<b>\$</b>	<b>2,000</b>
<b>Parties</b>	<b>\$</b>	<b>3,000</b>
<b>Total Budget Request</b>	<b>\$</b>	<b>15,000</b>

Once you have submitted this document, after approximately a week the treasurer should have a fully developed budget and the amount you requested should be fulfilled. If there are any discrepancies, make sure to work with the treasurer to resolve any issues. The budget is now set to enable you to accomplish the goals set for social. You are now able to move on to planning the tentative social schedule for the year.

# Sample Committee Request Form

<Chapter Name> Chapter of The Pi Kappa Alpha International Fraternity

<Insert Committee Name>

Line Item Details with Monthly Breakdown

Event/Activity	Line Item Details	Total Cost	Jan	Feb	Mar	Apr	May	Jun
<Activity 1>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						
<Activity 2>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						
<Activity 3>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						
<Activity 4>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						
<Activity 5>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						
<Activity 6>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						
<Activity 7>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						
<Activity 8>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		<b>\$ -</b>						

The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.

## Plan the Event Schedule for the Year

Planning the event schedule for your tenure as social chairman should be simple. There is a minimum of one social event per month and a formal as well as a semi-formal that you should plan to fit into the chapter calendar. This means that one social event per month and a formal as well as a semi-formal should be included on the chapter calendar, but all the other chapter events on the calendar take precedence over holding any more social events than those listed above. The reason for this is that you want the men in the chapter to enjoy the other aspects of the fraternity to have a complete fraternal experience.

Since you must plan for one social event per month and a formal as well as a semi-formal, you should first work to identify the length of time that each event will last. Each social event can vary from a few hours for something such as a mixer or date party to a day or more for something such as formal or semi-formal. It is important to research each event and develop a tentative timeframe for each event.

Once you have finalized how long each social event will last, you can then choose when each event will take place. This is a fairly simple process and it should be completed during the chapter goal-setting retreat and/or executive council retreat, well in advance of the actual event. If it has not already been planned, pick the appropriate dates and times when there are not many other events or commitments by chapter members. If the event has been identified far enough in advance, there should be plenty of time to properly plan and execute the event.

Again, it is not necessary to hold more social events after you have held one for the month along with formal and semi-formal for the semester. If you do choose to hold more social events though, you can go through a similar process when planning the other events.

## Health and Safety and your Position

There is a lot that goes into planning the social events listed above. These events should be planned well in advance and everything done in planning these events should be documented for future referencing and transitioning purposes. To confirm that you are abiding your university regulations, local state and federal laws, the Fraternity *Constitution* and *Chapter Codes* you should utilize the resources available to you while planning these events. Talk with your chapter and Greek advisor, your chapter consultant, local police personnel and ask them questions about your event to confirm if you are planning the event properly.

Please feel free to reference the Pi Kappa Alpha Health and Safety handbook for more resources.

## Execute the Plan for your Position

### Organize and Hold Formal and Semi-Formal

#### Formal/Semi-Formal

A formal or semi-formal is usually a coat and tie event. This event is typically held on important dates for the fraternity or host chapter such as founding dates, homecoming, etc. The members will usually always bring dates and the event will consist of dancing, a formal dinner, awards presentation, etc. These events usually last for a day or a weekend.

#### How to Plan the Event(s)

You will first want to have an organized way of figuring out what all the brothers would like to do for the formal. You could ask everyone during a chapter meeting or have a publicized document where every brother voices their opinion on where they would want to have the formal; should it be in town or out of town; should it be a weekend or just one night; should it be at a resort or a banquet hall; etc. Once you have decided upon what the chapter wants the formal to entail you can then go about planning it. If there are two ideas the brothers really want to see done, you can go out and do a little pricing and see how much each event will cost the brothers out of pocket to attend. So, you would call hotels, banquet halls, bands, food and beverage vendors, transportation costs and whatever else the formal would involve and divide that price by the estimated number of brothers, and whoever else, would attend. Then propose that to them during a chapter meeting and have them choose what they would prefer to do.

Once a decision is made you should complete the following:

1. *Schedule the event* - During the chapter goal setting retreat or first few chapter meetings, a schedule for the semester or of the year should be planned. The dates, the times, the locations and the type of event should all be laid out during the chapter retreat/meeting so not only you can plan the event accordingly but also to give the chapter and others who are attending enough time to plan accordingly. This holds true for every event you plan to have. Once you have the date(s) of the formal planned you can then begin to price hotels (depending on the duration of the formal), different venues, food, etc.
2. *Secure the venue/contract* - Once you have decided on your desired venue (the one most reasonably priced with the best accommodations for your event), you should go there and secure it for the planned date. Planning far enough in advance you should have no issue with getting your desired date. It is important to sit down with the event coordinator of the venue and discuss a contract of what exactly you want. Be careful to not commit and sign the contract before you are 100% sure that the event is going to happen, that it's approved by your respective university and the contract is approved by the chapter president. Also, feel free to have your chapter advisor review the contract.
3. *Guest List* - A guest list should be prepared in advance for the event. The sooner this is completed the better since the number of people attending will influence what type of venue you will need, how much food/drinks you will need, finances, etc. This list includes invited members, dates, invitees from other organizations, friends, etc. The guest list is a necessity and anyone who is not on the guest list should not be allowed into the event. Remember, if you are charging attendees for attending the event that you should collect 100% of that money prior to making any chapter purchases towards the event or else you could end up losing money on the event.

4. Agenda - After the event is scheduled, the guest list is made and the venue is booked, you should sit down with external vice president and go over your plan for the event. The plan should include everything involved in this list of preparations and could even be made into a check list. The plan should cover prices and costs, location, transportation (if applicable), the formal's agenda that could be in the form of a timeline of how the night(s) are laid out, etc. In reference to a timeline, there should be some order in how the night(s) will be ran such as when to be at the venue, when you will eat, when you will make announcements, when there will be a social period (dancing, etc.) and when the event ends.
5. Crisis Management - You should meet with your health and safety chair, even consider sitting down with the event coordinator of the venue and go over your crisis management plan which you should have together for every event. This could include an emergency contact list, emergency exits, what to do or where to go if circumstantial situations are to arise, etc.

### **Executing the Event(s)**

The following is a checklist that can be completed on the day of the event(s):

1. Prepare the Venue - Go to the venue where you are having the event and make sure that it is prepared and ready to go. Make sure the venue is preparing the right amount of food and drinks. If you are having a band make sure they have their area set up and if there is no band make sure you will have access to music, a microphone, etc. Set up the tables, chairs and whatever else you will need to take care of to accommodate your guests. Be sure if you plan to hand out any sort of awards that those are created and ready to go for your presentation.
2. Collect Money - You should be collecting the attendee's ticket money throughout the whole planning process. Those who have not paid need to pay for the event or else they will not be allowed to attend.
3. Guest List - Have the guest list ready so you can approve people as they come in and out of the venue when it starts.
4. Wrapping up the Event - After the event is concluded you should be the last one to leave. Be sure to talk to the manager of the venue staff to see if they need anything from you before the event ends. Ensure that everything is cleaned up and orderly if necessary.

## **Organize and Hold Mixers**

### **Mixers**

Mixers are events held with another organization. The partnering organization doesn't necessarily have to be Greek and can be any other organization on campus. The mixer could be as simple as a meet and greet for the organizations to get to know one another. The mixer is not necessarily a formal event but could be if planned in that fashion. Be sure to know ahead of time if your organization will be planning (hosting the event) 100% or if you will require some assistance from the organizations you are asking to mix with. If you have any expectations outside of them attending the event you need to let them know on the front end of things and that they agree to complete those expectations.

### **How to Plan the Event**

1. Schedule the event - Talk with your chapter about which organization you would like to plan the event with. Once you have reached that conclusion decide on what dates would be available for your chapter to attend (make sure to have a few dates planned out so you can negotiate a good time with the other organization to attend). You will then approach that organization's president

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and ask them if they would be interested in holding a mixer with your fraternity on that date. You could do this verbally or send a cordial invitation to the organization. Once they agree to the event and date, you can begin to plan the event.

2. *Secure the venue/contract* - Once you have decided on your desired venue for the event (the one most reasonably priced with the best accommodations for your event), you should go there and secure it for the planned date. Planning far enough in advance you should have no issue with getting your desired date. It is important to sit down with the event coordinator of the venue and discuss a contract of what exactly you want such as food, drinks space, music, etc. Be careful to not commit and sign the contract before you are 100% sure that the event is going to happen, that it's approved by your respective university and the contract is approved by the president. Also, feel free to have your chapter advisor review the contract.
3. *Guest List* - A guest list should be prepared in advance for the event. Make sure you coordinate with the other organization in completing a guest list so that you have everyone accounted for within each organization. The sooner this is completed the better because the number of people attending will influence what type of venue you will need, how much food/drinks you will need, finances, etc. This list includes invited members, dates, invitees from other organizations, friends, etc. The guest list is a necessity and anyone who is not on the guest list should not be allowed into the event. Remember, if you are charging attendees for attending the event that you should collect 100% of that money prior to making any chapter purchases towards the event or else you could end up losing money on the event.
4. *Agenda* - After the event is scheduled, the guest list is made and the venue is booked, you should sit down with external vice president and go over your plan for the event. The plan should include everything involved in this list of preparations and could even be made into a check list. The plan should cover prices and costs, location, transportation (if applicable), the formal's agenda that could be in the form of a timeline of how the night(s) are laid out, etc. In reference to a timeline, there should be some order in how the night(s) will be ran such as when to be at the venue, when you will eat, when you will make announcements, when there will be a social period (dancing, etc.) and when the event ends. Once this is complete, be sure to involve the organization you're hosting the mixer with to view and see if there is anything they would like to add or change to the agenda.
5. *Crisis Management* - You should meet with your health and safety chairman as well as the other organizations health and safety chairman, even consider sitting down with the event coordinator of the venue, and go over your crisis management plan for that event since you should have it together for every event. This could include an emergency contact list, emergency exits, what to do or where to go if circumstantial situations are to arise, etc.

### **Executing the Event**

The following is a checklist that can be completed on the day of the event:

1. *Prepare the Venue* - Go to the venue where you are having the event and make sure that is prepared and ready to go. Make sure the venue is preparing the right amount of food and drinks. If you are having a band, make sure they have their area set up and if there is no band make sure you will have access to music, a microphone, etc. Set up the tables, chairs and whatever else you will need to take care to accommodate your guests. Be sure if you plan to hand out any sort of awards that those are created and ready for your presentation.

2. Collected Money - You should be collecting the attendee's ticket money throughout the whole planning process. Those who have not paid need to pay for the event or else they will not be allowed to attend.
3. Guest List - Have the guest list ready so you can approve people as they come in and out of the venue when it starts.
4. Wrapping up the Event - After the event is concluded, you should be the last one to leave. Be sure to talk to the manager of the venue staff to see if they need anything from you before the event ends. Ensure that everything is cleaned up and orderly if necessary.

## Organize and Hold Socials

### Socials

A social is usually hosted by just your organization and not with another although other organizations and members may be invited. A social is a large gathering that is typically just a time for all the members to get together and be sociable with one another. Planning the event is very similar to the date party or formal but you do not bring a date. Socials typically involve random guests from different parts of the area or campus and are not usually held to just one or two invited organizations. Socials are usually one-night events, either during the week or weekend that last a couple hours and end. You can have hors d'oeuvres and other small appetizers there as well.

### How to Plan the Event

1. Schedule the event - During the chapter goal setting retreat or first few chapter meetings a schedule for the semester or of the year should be planned. The dates, the times, the locations and the type of event should all be laid out during the chapter retreat/meeting so not only you can plan the event accordingly but also to give the chapter and others who are to attend enough time to plan accordingly. This holds true for every event you plan to have. Once you have the date(s) of the social planned you can then begin to price different venues, food, etc.
2. Secure the venue/Contract - Once you have decided on your desired venue (the one most reasonably priced with the best accommodations for your event), you should go there and secure it for the planned date. Planning far enough in advance you should have no issue with reserving your desired date. It is important to sit down with the event coordinator of the venue and discuss a contract of what exactly you want. Be careful to not commit and sign the contract before you are 100% sure that the event is going to happen, that it's approved by your respective university and the contract is approved by the chapter president. Also, feel free to have your chapter advisor review the contract.
3. Guest List - A guest list should be prepared in advance for the event. The sooner this is completed the better because the number of people attending will influence what type of venue you will need, how much food/drinks you will need, finances, etc. This list includes invited members and other invitees be it from other organizations, friends, significant others, etc. The guest list is a necessity and anyone who is not on the guest list should not be allowed into the event. Remember, if you are charging attendees for attending the event that you should collect 100% of that money prior to making any chapter purchases towards the event or else you could end up losing money on the event.
4. Agenda - After the event is scheduled, the guest list is made and the venue is booked, you should sit down with the external vice president and go over your plan for the event. The plan should include everything involved in this list of preparations and could even be made into a check list.

The plan should cover prices and costs, location, transportation (if applicable), the social's agenda (if there is one), etc. It would be smart to make sure everyone is aware when the social begins and when it ends so there are no issues with getting everyone in attendance out of the venue at the end of the event.

5. *Crisis Management* - You should meet with your health and safety chairman, even consider sitting down with the event coordinator of the venue, and go over your crisis management plan, which you should have together for every event. This could include an emergency contact list, emergency exits, what to do or where to go if circumstantial situations are to arise, etc.

### **Executing the Event**

The following is a checklist that can be completed on the day of the event:

1. *Prepare the Venue* - Go to the venue where you are having the event and make sure that is prepared and ready to go. Make sure the venue is preparing the right amount of food and drinks (if any are being served). If you are having a band make sure they have their area set up and if there is no band make sure you will have access to music, a microphone, etc. Set up the tables, chairs and whatever else you will need to take care of to accommodate your guests.
2. *Collected Money* - You should be collecting the attendee's ticket money throughout the whole planning process. Those who have not paid need to pay for the event or else they will not be allowed to attend.
3. *Guest List* - Have the guest list ready to go so you can approve people as they come in and out of the venue when it starts.
4. *Wrapping up the Event* - After the event is concluded you should be the last one to leave. Before you do leave you need to talk to the manager of the venue staff to see if they need anything from you before the event ends. You should also plan on sending them a thank you letter after the event for relationship purposes. Ensure that everything is cleaned up and orderly if necessary.

## **Enhance the Plan for your Position**

### **Review of the Program**

Once your tenure as social chairman has been completed for the year, it is important to get feedback from your committee and any other member of the chapter that may be able to help better the social programming. This may be accomplished by numerous different methods.

It is important to get input from the social committee since they were involved with the process. Hold a meeting with the committee like normal and ask for feedback from the men. Also, announce in chapter meeting and over e-mail to the general membership that you would like to receive feedback about the social programming. You can communicate to the chapter members that they may submit recommendations through e-mail or on paper in person.

It may be beneficial during all discussions with members to list out discussion points of the social programming such as specific events and health and safety procedures held to ensure that feedback is constructive and on point. Make sure that all feedback is captured and documented so that it may be added to the social documentation and the programming may be improved in the future.

### **Ensure a Successful Transition for your Successor**

It is vital to the performance of your chapter that there is some transfer of knowledge to the next social chairman when your tenure is complete. This knowledge should be communicated in person and in writing through physical documentation.

The purpose of the physical documentation is to ensure that information is available for the new social chairman to easily reference during his tenure in the position. Documentation to include would be anything that could help your successor including but not limited to: the social chairman handbook, agendas for committee meetings, social event planning and execution materials, contact lists, health and safety documents, documentation of previous social issues, slideshows, e-mail correspondence, notes to successor, etc. Ensure that every event that is completed with the position has an accompanying event summary as well. This includes all committee meetings, any social documents, health and safety documents, social event planning and execution materials, pictures of social activities, etc. Any activity that you organized and completed during your tenure as social chairman should have an accompanying event summary. A sample event summary can be found on page 20 of this handbook. A sample contact list can be found on page 21 of this handbook. A sample notes to successor can be found on page 22 of this handbook. Again, the physical documentation pertains to anything that would help your successor transition more easily into his new position, so please ensure the physical documentation is organized.

Once the physical documentation is compiled, then you will be able to sit down with your successor to have a transition meeting. During this meeting, you want to make sure to describe the overall position (including the purpose of the position, the goals, weekly tasks, semester/quarter tasks, successes and failures, recommendations) and detail the physical documentation. Communicate anything to your successor that will be helpful and may be difficult to understand in the physical documentation. It is beneficial to review the goals that you set as social chairman, to help the new social chairman set goals, and to discuss any points that may be of difficulty during his tenure or that affected you while holding the position. Taking notes during this meeting will ensure that everyone is aware of what was discussed on the development of social programming.



You will ensure a successful transition for your successor if you are able to transfer physical documentation and conduct an in-person transition meeting. By ensuring proper transfer of knowledge takes place, the chapter will be able to continually develop better performing social programming.

The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.

# Event Summary

Date \_\_\_\_\_

Event \_\_\_\_\_

Committee and Chairman \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Description \_\_\_\_\_

Steps in Planning \_\_\_\_\_

Needed Supplies, Cost, Attendance, etc., \_\_\_\_\_

\_\_\_\_\_

Persons to Contact, Addresses, Phone Numbers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Name \_\_\_\_\_

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## Contacts

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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## **Frequently Asked Questions**

### **Can there be alcohol at the social events?**

Alcohol could be provided by the venue or a third-party vendor. Utilize your Greek advisor, local law enforcement, alumni, etc. to seek out how to appropriately have alcohol at these events.

### **Do these events have to be on or off campus?**

These events can be held where ever you and you chapter decide.

### **What if someone is not on the guest list?**

It would be in your best interest to not let that individual in. They are not on the guest list for a reason.

### **What about different event that are not listed in this handbook?**

These events are held differently from chapter to chapter and can be held however you please. This is more of a generic guideline of how the events are generally ran and operated.