

SPECIAL EVENTS

A special event is one that is not routine and requires an exception to a risk management guideline if held. **Special events present extraordinary liability exposures, so they require special planning and coordination.** Examples are listed below.

- Any function where total attendance exceeds three times the chapter size. **These events must be alcohol-free.**
- The event/function will be held away from the chapter house or off-campus.
- The event will last more than six hours.
- A third party (bus company, taxi service, hotel, caterer, dance hall, etc.) will be hired.
- Athletic events or competitions are planned outside regularly scheduled intramural events.

If the event falls under one or more of these criteria, the chapter is strongly urged to complete the “Special Events Risk Management Planning Checklist” from Sigma Phi Epsilon’s “Risk Management Program.” The event should be reviewed with your alumni board, chapter counselor, Greek advisor, and the Director of Chapter Safety at Headquarters. Gaining the insight and consensus from these people should prove most helpful.

If your event is special:

- **Complete the “Event Planning Checklist.”** It is helpful to discuss your plans with the Greek advisor, alumni board members, chapter counselor, and Headquarters.
- **Contact Headquarters for proof of the Fraternity’s insurance** (Certificates of Insurance), if requested by third parties.
- The chapter should **request Certificates of Insurance from service providers** such as hotels, caterers, bus companies, bands, etc.
- Any contracts, leases, waivers/hold harmless agreements should be reviewed by a local attorney. **NO EXCEPTIONS SHOULD BE MADE AS CONTRACTS CAN CONTAIN CLAUSES THAT REQUIRE THE CHAPTER TO ACCEPT LIABILITY FOR INJURIES/PROPERTY DAMAGE THAT WOULD NOT NORMALLY BE REQUIRED BY LAW.**
- The chapter should **ask to be named as an “additional insured”** under a co-sponsoring charity’s general liability insurance policy.