

# ICC Party Checklist ✓

Houses sponsoring events at which more than ten non-ICC members may attend must ensure compliance with the ICC Party Policy (SR 8.17). **The following checklist must be completed, signed and turned into the ICC Office at least seven (7) days prior to the event.**

1. The house has approved the party or event by a majority of all members, or in a manner otherwise consistent with the House Constitution.
2. The house has created and approved a comprehensive Party Plan that complies with both the ICC's Policy on Controlled and Illicit Substances (S.R. 1.4), and the ICC's Party Policy (S.R. 8.17.)
3. The House Party Plan contains provisions for all of the following:
  - a. Controlled Admissions.
  - b. Alcohol distribution, including the permanent identification of all underage guests.
  - c. Crowd control for member and guest safety.
  - d. House and member room security. or medical emergencies.
  - e. Responses to medical emergencies and illicit or uncooperative behaviors.
  - f. Compliance with the ICC Standing Rules, and city, state and federal laws.
4. Two or more Sober Party Monitors have been appointed by the house and agreed to:
  - a. Be on the premises throughout the event
  - b. Remain sober at all times
  - c. Insure the events compliance with the House Party Plan
  - d. Prepare written reports of any incident occurring during the event that involves violence of any kind, illness, injury or harassment of any kind.
  - e. Submit written Incident Reports to the ICC Membership Office within 24 hours of the incident regardless of emergency status. (Detailed Incidents Reports include the date, time and location of the incident, the names all persons involved, a list of all witnesses, the presumed causes of the incident, and all remedial steps taken.)
5. Neighbors of the house have been notified of the event and provided with the contact information of the Party's Sober Monitor(s).
6. Alcohol has not and will not be advertised in conjunction with this event.
7. This event has not been advertised or posted publically on any social networking website.
8. A copy of the Party plan accompanies this checklist submission to the ICC Membership Office.

**10. WE THE UNDERSIGNED CONFIRM OUR HOUSE'S COMPLIANCE WITH THE ABOVE CHEKCLIST:**

EVENT DATE: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

President Sig \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Board Rep's Sig \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Sober Monitor #1 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Sober Monitor #2 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_