

Event Information		
Event Date	Start Time	End Time
<ul style="list-style-type: none"> – Events will not be approved during Admissions Preview events, during the first week of each semester, and during the final two weeks of each semester. – For an event to be considered for approval it must be submitted to the Office of Residence Life, no later than three (3) business days in advance of the event. In the event that the office is closed due to a recognized holiday an exception will be made to allow forms to be submitted 2 business days prior to the date of the proposed event. 		
Location (Include Rain Location if Necessary)		
Name of Event		
Description of Proposed Event (Please be as specific as possible—include an additional sheet if necessary)		
Approximate Attendance Anticipated	<p>Attendance at events within the residence halls or College houses are limited in order to reduce risk and manage a safe event.</p> <ul style="list-style-type: none"> – <u>College-owned Houses</u>: Two-three guests per resident depending on size of house. – <u>Upperclass Halls</u>: Three guests per resident for singles/doubles; two guests per resident for triples/quads. 	
Will there be alcohol served at this event?	<ul style="list-style-type: none"> – Events involving alcohol are limited to beer or a similar fermented beverage of 6 % alcohol content or less and wine (champagne, sparkling wine) of 14% or less only. – No alcohol is permitted outside of the room/house in which the event is being hosted. 	
Host Information		
Sponsoring Group(s)/Organization(s)		
<p><i>Events involving alcohol must have an individual host. Co-hosts are permitted for events involving 15 or more people. Hosts are expected to be sober and to manage their event in terms of attendance and alcohol consumption. Event hosts are expected to comply with all Residence Life and Public Safety directives</i></p>		
Primary Event Host		
Primary Host Earlham Email	Primary Host Phone #	
Co-Host (if necessary)		
Co-Host Earlham Email	Co-Host Host Phone #	

Event Regulations and Policies

The Area Director/House Coordinator or his/her designee will meet with the event host(s)/advisor(s) prior to event approval. Events will not be considered approved until this meeting has occurred with the Area Director/House Coordinator or his/her designee.

In preparation for your meeting with your Area Director/House Coordinator, please be ready to discuss the following situations which could arise at your event:

- Managing uninvited guests who may overcrowd the event.
- Working with Public Safety--hosts are expected to intervene if guests are not complying with requests for ID, etc.
- Addressing guest behavior, i.e., noise, harassment, disrespect of residents or other guests, failing to comply with staff.
- Understanding of the Earlham Approach to Alcohol expectations, i.e., no hard alcohol, limits on size, music in the house and not out (though we might prepare for the possibility of joint-house events, twice the students, twice the fun...)
- Managing underage or intoxicated guests wanting to be served (if alcohol is present).
- Managing guests arriving with unwanted alcohol (pony kegs, hard liquor).
- Plans for clean-up after the event.
- Review of medical amnesty.
- Plans to include non-alcoholic beverages and/or food, if alcohol is permitted or served.
- Is there anything we can do to help make your event a success?

Indiana State Law

Per Indiana State Law, please be reminded that it is illegal to:

- Possess, consume, or transport any alcoholic beverage if under the age of 21;
- Provide an alcoholic beverage to a person under the age of 21;
- Operate a vehicle while intoxicated or with a blood alcohol content of .08 percent or higher;
- Become publicly intoxicated;
- Provide alcohol to an intoxicated person;
- Sell any alcoholic beverage without a license;
- Possess a false identification or in any other way make a false statement about one's age, if under 21, for the purpose of procuring an alcoholic beverage.

Important Resources & Information

- 25Live/Space Reservation Assistance and Support: Open Monday – Friday, 9:00 AM – 5:00 PM
 - Office Manager - Ayodele Bond, bonday@earlham.edu, 765-983-1373
 - To make changes to a 25Live reservation, contact scheduler@earlham.edu
- Event Production Assistance and Support: Open Monday – Friday, 9:00 AM – 5:00 PM
 - Student Production Assistant – Karim Zagha, kzagha13@earlham.edu
 - Events Production Manager – Catherine Blencowe, blencca@earlham.edu, 765-983-1771
 - To place posters on campus monitors, email dsigns-events@earlham.edu
- Metz Catering Support: Open Monday – Friday, 8:00 AM – 5:00 PM
 - Catering Manager – Alexis Maitlen, maitlal@earlham.edu, 765-983-1337
- Office of Student Life: Open Monday – Friday, 8:00 AM – 5:00 PM
 - Student Life Office – 765-983-1311*
 - Residence Life Office – 765-983-1317*
 - Area Director for College Houses – Alcioné Frederick, fredeal@earlham.edu, 765-983-1576
- Department of Public Safety (*These offices can be reached after-hours by contacting Public Safety)
 - 24 Hours/7 days a week – 765-983-1400
 - For life threatening emergencies, students can call 911
- Important Local Numbers
 - Richmond Police (non-emergency) – 765-983-7247
 - Wayne County Sheriff (non-emergency) – 765-983-9393
 - Richmond Fire Department (non-emergency) – 765-983-7266
 - Reid Hospital – 800-777-2060
 - Poison Control – 800-222-1222

Office Use Only

Date Received	Date of Meeting with Host(s)			Approved/Denied
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