

**North Carolina State University  
Department of Greek Life  
Social Notification Form**

This form **MUST** be submitted for the following types of events hosted or co-hosted in a Greek Court facility (please check the applicable box):

- Date Function:** A social event with members of the host chapter and one guest (2X chapter roster)
- Mixer:** A social event with members of the two host chapters (guest list = combined rosters)
- Guest List Event:** A social event with a guest list of 2 guests per member or 300 (whichever is smaller).
- Special Events:** A social event with alumni, parents, or other guests (please see the Director of Greek Life for clarification).

This form is due **NO LATER** than six (6) business days before scheduled date parties and mixers and no later than three (3) weeks before guest list events.

<b>Day of Event</b> (Friday, Saturday, etc.)		<b>Date of Event</b>	
<b>Host Chapter</b>		<b>Other participating chapters (co-hosts)</b>	
<b>Hours of event</b>	<b>Start</b>		
	<b>End</b>		
<b>Expected attendance</b> (may not exceed 3x's the chapter roster)			

**For guest list events:**

Date submitted campus police coverage (1 per 125 guests) request (online form link below) <a href="http://www.ncsu.edu/ncsu/public_safety/Information/coveragerequest.pdf">http://www.ncsu.edu/ncsu/public_safety/Information/coveragerequest.pdf</a>		
Provide names of sober monitors (1 per 50 guests in addition to those working the door: guest list/ID station)	1.	6.
	2.	7.
	3.	8.
	4.	9.
	5.	10.
Guest lists may be requested at the discretion of Greek Life.		

\_\_\_\_\_  
Signature of Director of Greek Life

\_\_\_\_\_  
Date

OFFICE USE ONLY:

Submitted by \_\_\_\_\_

Date and Time \_\_\_\_\_