

## COLLEGIATE DIRECTOR QUICK GUIDE

# director of special events

Chapters with more than 125 members should have a director of special events, though smaller chapters may also choose to have this position. The director of special events reports to the vice president: social standards, serves on the joint chapter management team (JCMT) and is a member of the social events committee. They organize the chapter's larger, Delta Gamma-sponsored social events, such as formals and date parties (the director of social events will plan and coordinate the informal/co-sponsored social events, etc.).

### RESPONSIBILITY

### RESOURCES

Member of Social Events Committee	<a href="#">Committee Application</a> ; <a href="#">Committee Minutes Form</a> ; <a href="#">Collegiate Chapter Officers Manual (CCOM)</a>
Risk Management	<a href="#">Collegiate Alcohol Policy</a> ; <a href="#">Risk Management Philosophy</a> ; <a href="#">Blood Alcohol Content Chart</a>
Social Event Planning	<a href="#">Social Event Planning Guide</a> ; <a href="#">Event Guidelines Checklist</a>
Social Event Waivers (if applicable)	<a href="#">Summary and Purposes of Event Guideline Waivers</a> ; <a href="#">Venue Waiver</a> ; <a href="#">Security Waiver</a> ; <a href="#">BYOB Waiver</a>
Submit Anchorbase Tasks	<a href="#">Anchorbase</a>

### MARK YOUR CALENDAR

- Attend JCMT meetings.
- Larger social event task deadlines in Anchorbase.
- Social events committee meetings (as needed, at least one per term).
- You will be copied on the vp: social standards newsletter every other week. Make sure you read this!
- Your chapter's events ... members need to see you participating!

### LINKS TO BOOKMARK

- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for details on your responsibilities.
- Uphold the [12 Fraternity Standards](#) in all that you do.
- All [DG Policies](#) listing.

### DIVE DEEPER

- Get to know your school's unique event policies as soon as you step into this role.
- How do you know what is considered to be a 'Delta Gamma event'? Any event which a reasonable observer or a campus official may associate with Delta Gamma. If it looks and feels like a DG event, it's a DG event.
- Questions? Email your region's operations specialist at Executive Offices (EO) for details about the Event Guidelines process.