

# COLLEGIATE DIRECTOR QUICK GUIDE

## director of social events

All chapter sizes should have a director of social events. The director of social events reports to the vice president: social standards, and serves on the joint chapter management team (JCMT). They are responsible for organizing the chapter's social functions with and without alcohol, and might collaborate with the director of special events within larger chapters. The director of social events oversees the social events committee.

### RESPONSIBILITY

### RESOURCES

Manage 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> ; <a href="#">Attaching Files to Event Guidelines Task</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.
- 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

- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19)
- [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: [EventGuidelines@deltagamma.org](mailto:EventGuidelines@deltagamma.org)