

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	Committee Application ; Committee Minutes Form ; Collegiate Chapter Officers Manual (CCOM)
Risk Management	Collegiate Alcohol Policy ; Risk Management Philosophy ; Blood Alcohol Content Chart
Social Event Planning	Social Event Planning Guide ; Event Guidelines Checklist ; Attaching Files to Event Guidelines Task
Social Event Waivers (if applicable)	Summary and Purposes of Event Guideline Waivers ; Venue Waiver ; Security Waiver ; BYOB Waiver
Submit Anchorbase Tasks	Anchorbase

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

- 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