

Best Practices Guidelines

Winter 2009

Compiled by: Delta Delta Delta, Sigma Delta, and Sigma Phi Epsilon

We propose the implementation of the following procedures to ensure safety and appropriate conduct at all formals sponsored by Greek Letter Organizations.

I. Preparing for the event

- Prior to booking a venue, transportation or caterer for Formals, all contracts should be carefully reviewed by the elected Formal Chairs, the President, and the Treasurer. All ambiguous details should be carefully reviewed with the host to prevent any confusion. Ambiguous details include:
 - Expected time of arrival and departure
 - Number of stops during the bus ride
 - Responsibility for clean-up
 - Responsibility for checking identification
 - Clarification on permissible food and drink services
 - Possible reasons for any additional fees
- Establish contact information for a supervisor who will be on site during the event and provide names of responsible organization members to be contacted in the case of any problems or emergencies.
- Specify to all attendees whether or not there will be food available at the event.
- Have the Risk Management Chair (or equivalent elected officer) give a presentation to the chapter prior to the event on appropriate conduct as well as tips to help ensure safety. This presentation will advise against underage or excessive alcohol consumption and what constitutes inappropriate behavior. New Member Educators are specifically responsible for educating new members about appropriate conduct at Formal events.
- In particular, have appropriate offices emphasize with the entire membership the dangers and unacceptability of “pre-loading” or “pre-gaming” the event.
- Establish appropriate bus behavior with membership. This should include maintaining an appropriate noise level, remaining in seats for the duration of the bus ride, and behaving courteously and respectfully towards the bus driver. If there is an incident, the sober monitor will inform the appropriate officer (i.e. the President or the Formal Chair) who will take action as necessary.
- All non-members (i.e. guests) will be contacted prior to the event via e-mail specifying expectations.
- Request that the venue provides a water cooler and other nonalcoholic beverages be readily available throughout the course of the evening to ensure the safety of all those who are drinking.

II. During the event

- Provide four members who will serve as “Sober Monitors.” They will help ensure safety and the appropriate behavior of all attendees at the event and they will remain legally sober throughout the course of the formal. Each will be assigned to monitor behavior on each of the buses, and they will check all areas of the facility periodically throughout the evening with the assistance of the President and Formal Chair.
- One “Sober Monitor” will be assigned to each bus and will be responsible for monitoring the behavior of members and their guests. This includes making sure that

anyone getting on the bus is not intoxicated, and that during the rides, all members and guests behave in a safe and appropriate manner as outlined above.

- The President and Formal Chair will check in with the contact person upon arrival at the event as well as at the end of the event.
- The majority of members who behave recklessly at Formal events are new members and younger members. With this in mind, we strongly encourage all older members to set a positive example for appropriate behavior. This includes behavior at the event itself and the way the event is treated in prior discussion.

III. After the event

- The President or Formal Chair will check in with the contact person over the phone to ensure there are no outstanding complaints.
- The chapter will be informed about the importance of accountability and the consequences for behavior at events, such as Formal, where behavior fails to meet the standards set for Dartmouth Students in the College Student Handbook. These consequences will vary between houses but may include sober monitoring the next Formal, holding members financially accountable for the damage done by themselves or their dates, or not being allowed to attend the next Formal event.

Recommended for Formal Events

Venue	Contact Info	Notes
Lake Morey 1 Clubhouse Road, Fairlee, VT	(800) 423 1211	Can handle large groups well.
Dowd's Inn Lyme, NH	(603) 795-4712	
Bates Mansion 4203 20 Mile Stream Rd, Proctorsville, VT	(802) 226-7863	Can handle large groups well. Good choice for spring or summer events
Hotel Coolidge 39 S Main St, White River Jct, VT	(802) 295-3118	
New London Inn 353 Main Street New London, NH	(603) 526-2791	
Hanover Inn Main Street Hanover, NH	(603) 643-4300	Buses not required.
Electra Night Club 66 Benning St West Lebanon, NH	(603) 298-6688	Better for a small group
Tom Dent Cabin Dartmouth College, Hanover NH	(603) 646-0910	Best for a small group
Upper Valley Event Center 80 Route 5 South Norwich, VT 05055	(802) 643-2772	Spring/Summer; Tent outside
DOC House Dartmouth College Hanover, NH	(603) 646-2923	Buses not required
Whaleback Lodge 160 Whaleback Mountain Rd Enfield, NH	(603) 448-1489	
Bus Company First Student Inc. 1404 Route 14, White River Jct, VT	(802) 295-0669	Monitors should walk through and remove trash from buses after students have exited.