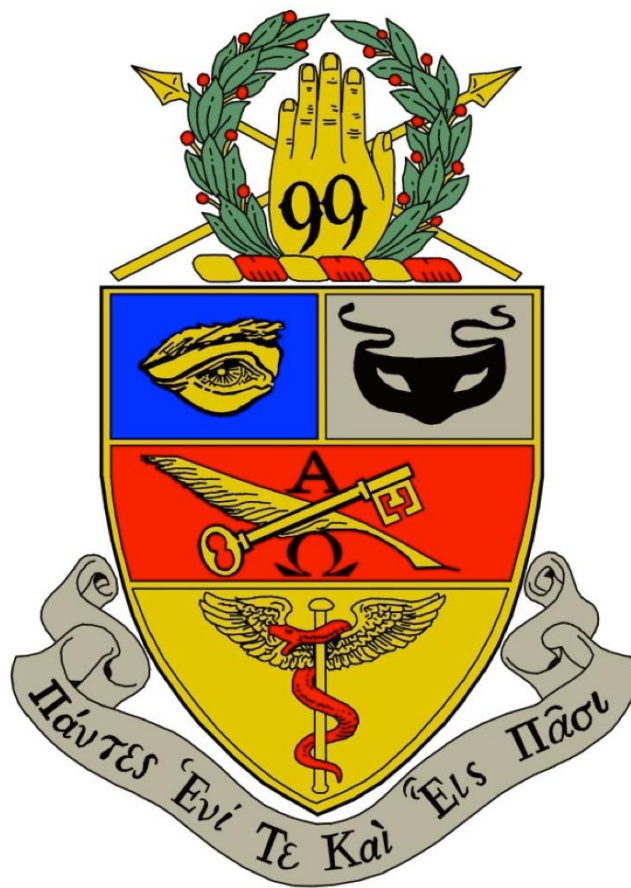


Kappa Psi Pharmaceutical Fraternity, Inc.

Province Assembly Planning Guide



Updated February 2016

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Introduction

The purpose of this guide is to assist host chapters and Provinces in addressing issues related to planning and budgeting for a Province assembly. There are a broad variety of issues that may need consideration and certain situations may not apply to every region or at every assembly.

The meeting agenda and planned events will determine the planning goals and budget. The host chapter should work closely with the Province leadership for guidance on requirements for the meeting prior to beginning planning. The Province Satrap should be consulted with any specific questions related to meeting planning or costs.

Purpose of a Province Assembly

During the Province realignment process in 2011-2012, the Executive Committee outlined several crucial roles the Province fulfills including fellowship, developing and recognizing leaders, exposing Brothers to the larger value of Kappa Psi, facilitating the sharing of chapter ideas, networking opportunities, professional development, involvement opportunities and serving as a structural base that helps facilitate communication to and from the chapters.

Specific goals for Province assemblies may include

1. To bring together Brothers from Chapters having a similar geographic background to exchange ideas, discuss mutual problems and gain assurance through fellowship.
2. To develop leadership skills in its members through experiences serving as Province Officers, Province meeting delegates and committee chairs and members.
3. To provide a forum for fellowship among Brothers from various Chapters.
4. To provide an atmosphere conducive to meeting and interacting with Graduate Brothers in the region.
5. To promote philanthropy and involvement in the community through participation in a project supporting a mutually agreed upon organization.
6. To provide a forum for chapter building experiences by participation in breakout sessions aimed at chapter-specific issues.
7. To provide a forum in which the Grand Council Deputies may meet for the purpose of discussion and free exchange of ideas.
8. To afford Brothers with an opportunity to experience the details that are involved in planning a pharmacy meeting. Experiences that host chapter members are exposed to may include: program and speaker planning, communication with pharmacy professionals and drug companies, budget development and execution, working with Province officers and Supervisor(s), evaluation of risk management issues and strategies for addressing those issues.
9. To improve communication between Chapters, Graduate Brothers, Province Officers and The Central Office.

Responsibilities and Guidelines for Members of the Planning Committee

The first step in planning a Province assembly is to decide on a Host Chair or Co-chairs. Co-chairs may be helpful in order to divide responsibilities and to double check items.

The Chair(s) should divide the chapter into committees. Common committees are listed as examples in this guide. Some committees, however, have responsibilities that overlap so chapters may choose different committees than those outlined here. Find what works best for your chapter.

Host General Chair(s) Responsibilities

1. Establish members of the Province Planning Committee
 1. Host General Chair or Co-chairs
 2. Program Chair
 3. Registration Chair
 4. Housing Chair
 5. Entertainment Chair
 6. Regent of the Host Chapter
 7. GCD of the Host Chapter
 8. Fundraising Chair (if desired)
2. Contact the Province Satrap as soon as committee chairs are determined to begin discussions about the preliminary agenda and needs for the weekend
 - a. The Satrap will provide the chapter with an agenda for the business meeting**
 - b. The program for the weekend must be approved by the Satrap prior to sending information out to listserves**
3. Set a date for the assembly
 - a. Discuss best/worst dates with Province Executive Committee members and chapters
 - b. Communicate the date selected as soon as it is approved to the Central Office, International Executive Committee members, and all Province Executive Committee members
4. Distribute and review responsibility checklists to committee chairs
5. Develop a budget and determine the registration fee with the Registration Chair
6. Supervise communications and mailings
 - a. Discuss time frame for registration and hotel deadlines with the Satrap as well as time frame recommendations for sending information to various list serves and groups
7. Supervise all activities

Fundraising Committee Responsibilities

1. Consider possible sponsorship for the assembly
 - a. Contact pharmacy companies or related businesses, Kappa Psi alumni, and graduate chapters as possible sponsors
 - b. Items to sponsor
 - i. Meals (Breakfast or Friday dinner)
 - ii. CE program
 - iii. Conference room
 - iv. Do not ask for sponsorships for any events where alcohol is present
 - c. Determine whether the College/University will provide any funds to help cover the cost of the meeting and/or provide assistance with meeting facilities or equipment
2. Determine if chapter fundraising efforts are required

- a. Work with the Registration Committee to estimate expected revenue from registration fees
- b. Work with the Housing and Entertainment Committees to estimate if advance payments are required and when payments are due

Program Committee Responsibilities

1. Arrange the physical aspects of the meeting (Coordinate with the Housing Chair and Province Satrap)
 - a. Seating arrangements
 - i. Head table for all Province officers including Supervisor(s)
 - ii. Separate seating for 2 delegates from each chapter (including graduate chapters)
 - iii. Seating for non-delegate Brothers (round tables work well for large groups)
 - b. Arrange to have Brothers placed at all doors of the meeting rooms to verify those entering are members**
 - i. These Brothers may also assist with communication of meeting privacy with hotel staff or other non-members at the venue
 - c. Confirm Audio/Visual equipment availability
 - i. Determine needs with the Province Executive Committee and Chapter Regents
 - ii. Laptop / LCD projector / screen(s)
 - iii. Microphone with sspeakers (one portable and one for the podium)
2. Agenda
 - a. Confirm the start and end time with the Satrap based on the business meeting agenda
 - b. Determine if additional meeting space is needed for workshops, CE, or committee meetings
 - c. Determine if lunch will be provided as part of the meeting or if Brothers will have an independent lunch break
 - i. Confirm break times with the Satrap
 - ii. If lunch is provided – arrange menu and distribution details
 - iii. If independent lunch break – provide information to attendees on options for meals
 - d. Evening program (Saturday night banquet is common but not required. Confirm plans with the Province Executive Committee)
 - i. Discuss if a speaker is needed. A good time frame for evening speakers is 15-20 minutes
 - e. Work with the Registration Committee to prepare information for guests that will be distributed through email and at registration check-in
 - i. Summary agenda of all weekend events
 - ii. Maps to locations of all events
 - iii. Hotel contact information and maps
 - iv. Recommendations for local restaurants
 - v. Risk management information

Housing Committee Responsibilities

1. Set up the hotel accommodations
 - a. Discuss with the Satrap the expected number of attendees to determine the number of hotel rooms required and if the host chapter will be responsible for providing accommodations for any Province Supervisors or International Executive Committee members
 - b. Work with the Entertainment Committee, Program Committee and Host General Chair(s) to determine if the business meeting or any social events will be held at the hotel and what additional items will need to be added to the hotel contract
 - i. Meeting rooms are often negotiable
 - c. Determine budget estimates for several hotel options prior to signing a contract**

- i. Consider capacity, costs, and location (accessible to all activities if events will be at multiple sites)
- d. Communicate deadlines for hotel room reservations to the Host General Chair(s) and the Registration Committee

Entertainment Committee Responsibilities

1. Determine Friday and Saturday evening social events
 - a. Discuss with the Satrap an expected number of attendees to determine capacity of venues needed
 - b. If events are planned at the hotel, work with the Housing Committee to incorporate any needs into the hotel contract
 - c. If events are planned at other venues, work with the Host General Chair(s) to make arrangements or sign contracts for events
 - i. Arrangements may include purchase of tickets, restaurant reservations, meal catering, etc.
 - d. Review Risk Management concerns for the weekend with the Host General Chair(s), the Chapter Regent, the Chapter GCD, and the Satrap
 - i. Review the Kappa Psi policy for details
 - ii. Food must be available when alcohol is served
 1. If the venue does not allow purchase of food by individuals the chapter should provide snacks or light dinner
 2. If scheduled, a banquet is sufficient for Saturday night and additional food items are not required
 - iii. Underage drinking must be prevented
 1. A bartender is required to serve alcohol and ID all attendees
 - a. Note that a Brother is NOT allowed to check IDs
 - b. If having an event at a house, arrange for security to fulfill this role
 - iv. Alcohol must never be advertised or promoted in mailings or on registration information
 - v. Drink discounts or drink tickets are a violation of the Risk Management Policy and should not be permitted. This applies whether paid for with chapter funds or provided free of charge by an establishment. Drink discounts are allowed if they are offered to all patrons of the venue instead of only to Kappa Psi assembly attendees (i.e. happy hour specials)
 - vi. Non-alcoholic beverages must be available

Registration Committee Responsibilities

1. Hold budget meetings
 - a. Preliminary meeting
 - i. **Determine budget estimates**
 - ii. **Set budget goals**
 1. Budget for essentials first before considering extras (decorations, favors, etc.)
 - iii. Set fundraising goals (if needed)
 1. Consider fundraising for non-essential items to help keep registration costs down
 - b. Final meeting
 - i. Review previous estimates
 - ii. Set the registration fee
 1. Fee should reflect the cost of the meeting with some flexibility for contingency
 2. Consider having an early registration fee and a higher late registration fee
 3. Consider one fee for collegiates and a slightly higher fee (+\$10) for graduates

2. Determine the registration fee (see budget section of this guide)
 - a. Work with the Housing and Entertainment committees and the Host General Chair(s) to set fees
 - b. Registration fee should include
 - i. Business meeting
 1. Meeting room fees (hotel or other venue)
 2. AV equipment charges
 - ii. Registration materials
 1. Name tags, etc.
 - iii. Social activities
 1. Banquet room or venue rental fees
 2. Entertainment charges
 - iv. Food/Beverages
 1. Friday and Saturday night social
 - a. Items here may be optional depending on venues selected
 - b. Food must be available at formal sponsored events if alcohol is served
 - i. If food is available for purchase separately the chapter does not need to provide additional options
 2. Saturday banquet or dinner
 - c. Income to consider for the budget
 - i. Registration fees
 - ii. Fundraising endeavors
 - iii. Sponsorship
 - d. Typical registration fee
 - i. \$60-80 - **NOTE this is an average only and will vary depending on location**
 - ii. Keep in mind the total expenses may not be collected through registration fees
 1. Fundraising is important to prevent chapter loss.
 - iii. Note that many fees to the hotel or other venues may need to be partially paid prior to receiving registration fees
 1. Use chapter funds or fundraising efforts to pay these upfront costs
 2. Encourage early registration by setting tiered fees
 - a. Increase fee after the early deadline
 3. Determine deadlines for registration that provide the chapter with monies early enough to cover as many advance charges as is reasonable
 - e. Some attendees may have certain components of costs waived
 - i. Registration fees are waived for
 1. Province Supervisor (per the Kappa Psi policy manual)
 2. International Executive Committee members (per the Kappa Psi policy manual)
 3. Grand Council Deputies that are non-voting attendees (i.e. non Province Officers/non Chapter Delegates). See By-Law V, Section 8 of the Uniform Province By-laws for details
 4. Some regions may pay for the fees outlined above or for Province Executive Committee members
 - b. Consult the Province specific ordinances or the Satrap for details.
 - ii. The Host Chapter may waive additional fees when desired (i.e. speaker)
 - iii. Meals should be paid for by the chapter for any speaker or special guest

3. Registration

- a. Use of an on-line registration form (i.e. Google Doc) is preferred for sharing information with the Province Executive Committee and the Host General Chair(s)

- b. Registration details and links should be sent to the Province and International list serves (or other groups) after approval by the Satrap
- c. Work with the Host General Chair(s) for transportation arrangements for Supervisors, International Executive Committee members, and out of town guests
- d. Recruit volunteers for the Friday afternoon/evening and Saturday morning registration tables

Working with a Budget

The Host General Chair(s) for the Province meeting should meet with the Registration and Housing Committee Chairs to develop a preliminary budget based on meeting facility costs and the planned weekend agenda events.

Budget timeline overview

1. Hold budget meetings
 - a. Preliminary meeting **(6 months - 2 years prior)**
 - i. Determine budget estimates
 1. Hotel or meeting facilities, meals/banquet costs
 - ii. Set budget goals
 - iii. Set fundraising goals
 - b. Final meeting **(3 - 6 months prior)**
 - i. Review previous estimates
 - ii. Set registration fees
 1. Should reflect the cost of the meeting
 2. Consider having an early registration fee and a higher late registration fee
 3. Consider one fee for collegiates and a slightly higher fee for graduates
2. Determine the Registration fee **(3 - 6 months prior)**
 - a. The Registration, Housing, and Entertainment committees should work with the Host General Chair(s) and Province leadership to set fees
 - b. The registration fee may include coverage for the following expenses/income
 - i. Business meeting
 1. Meeting room (hotel or other venue fees)
 2. AV equipment
 - ii. Food/Beverage (events as applicable based on agenda)
 1. Banquet
 2. Breakfast
 2. Lunch
 3. Snacks / Appetizers
 - i. Social activities
 1. Banquet room or other venue fees
 2. Entertainment (i.e. DJ or fees for any organized group events)
 - ii. Additional expenses
 1. Registration materials
 2. Name tags
 - iii. Possible sources of income
 1. Registration fee
 2. Fundraising (if required)
 3. Sponsorships
 - c. "Typical" registration fee

- i. \$60-80 – **NOTE this is an average only and will vary depending on location**
- ii. Keep in mind the total expenses may not be collected through registration
 - 1. Fundraising may be an important element to prevent chapter loss
- iii. Note that many fees to the hotel or other venues may need to be partially paid prior to receiving registration fees
 - 1. Use chapter funds or fundraising efforts to pay upfront costs
- d. Certain components of costs may be waived for some individuals in attendance
 - i. Confirm with the Province leadership (based on either Province Ordinances or policy) if the Province or the Host Chapter covers these expenses
 - ii. Registration fees are waived for the following
 - 1. Province Supervisor (per the Kappa Psi Policy Manual)
 - 2. International Executive Committee member (per the Kappa Psi Policy Manual)
 - 3. Grand Council Deputies that are non-voting attendees (i.e. non Province Officers and non Chapter Delegates) (per By-Law V, Section 8 of the Uniform Province By-laws)
 - 4. Province Officers may have registration fees waived
 - a. Consult the Province Ordinances and the Satrap for details
 - iii. The Host Chapter may waive additional fees when desired (ex. speaker, special guests)
 - iv. The Province may offer to pay additional fees when desired
 - v. Meals should be paid for by the chapter for any speaker or special guest
- e. Risk Management concerns related to budgeting
(See the Kappa Psi Risk Management policy for additional details)
 - i. Drink discounts or drink tickets are a violation of the Risk Management Policy and should not be permitted. This applies whether paid for with chapter funds or provided free of charge by an establishment. Drink discounts are allowed if they are offered to all patrons of the venue instead of only to Kappa Psi assembly attendees (i.e. happy hour specials).
 - ii. Non-alcoholic beverage choices must be available
 - iii. Food must be available when alcohol is served

3. Determine if fundraising is required

- a. Possible Sponsors
 - i. Pharmacy related businesses or companies (through career fairs or direct sponsorship)
 - ii. Kappa Psi alumni or Graduate chapters
- b. Items to Sponsor
 - i. Breakfast
 - ii. Lunch
 - iii. Social event (i.e. picnic, admission fees for events, etc.)
 - 1. **Do not ask sponsors to cover any event where alcohol is present to comply with Risk Management concerns**
 - iv. Conference room
 - v. CE program

How to Set a Registration Fee

Registration fees should be based on the basic needs for the assembly and not the extra items the chapter wants in order to enhance the experience. Chapter fundraising should cover extra items if the chapter wishes to go above and beyond the necessities of the assembly.

The costs associated with a Province assembly can be split up into 3 different categories

- Fixed costs
- Variable costs
- Optional items from the list of “extras”

Fixed costs are costs that remain constant, no matter how many people attend the functions. For example, a room rental fee remains constant whether 125 or 200 people attend the event.

Variable costs are costs that increase or decrease with the number of people that are attending. For example, if each Saturday night meal costs \$30, then costs go up \$30 for every person that attends.

In general, registration fees should be set well above the total variable costs for each additional guest so the chapter will not be financially penalized by underestimating the number of people attending.

Using this approach with accurate numbers to create the budget and a relatively conservative estimate of the number of people attending will ensure the chapter does not lose money on a Province assembly.

Process for setting a registration fee:

1. Figure out requirements and extras. What is required for the assembly and what additional items does the chapter want to provide?
 - a. Note that the requirements for each assembly will vary by region and the specific meeting agenda. Consult with the Satrap and Province Executive Committee for information on requirements.
2. Research major costs in the market
 - a. Get at least three bids on hotels and venues
3. Determine fixed and variable costs.
 - a. **Note that “extras” can be either fixed or variable costs**
 - b. Remember to include tax and gratuity in both variable estimates and fixed costs
 - c. Figure an estimate in 25-50 person increments for variable costs
 - i. Start at 50-100 people and up to 200-350 people
 - ii. Discuss expected attendance numbers with the Satrap and Province Executive Committee as it may vary significantly by region
 - d. A province assembly **could** include the following items (items will vary based on the weekend agenda and planned social events):

	Fixed Costs	Variable Costs	Friday “Extras”
Friday Requirements	Entertainment costs (Banquet room / social event facility charges, DJ)	Entrance fees for group events	Dinner
	Meeting room (if applicable)	Snacks during social event (optional if at a venue where food is available for purchase)	
	Security (if applicable)	Group transportation (if applicable)	

Saturday Requirements	Fixed Costs	Variable Costs	Saturday “Extras”
	Entertainment costs (rental fees, DJ, cash bar fees)	Banquet meals	Snacks at social event
	Meeting Room (if applicable)	Breakfast (may be optional depending on timing of meeting and venues)	Decorations (for banquet or social events)
	Security (if applicable)	Group transportation (if applicable)	
	Banquet room / social event facility charges		
Weekend Requirements	Fixed Costs	Variable Costs	“Extras”
	Hotel set up/AV charges	Registration expenses	T-shirts or other favors
			Table gifts

4. Using the list of fixed and variable costs, create the budget and determine the minimum registration fee
- a. Example calculation below assumes:
 - i. Each item has the costs listed in the table
 - ii. The Satrap expects approximately 200 people attending including the host chapter.
 1. Calculate a budget for 150 people, 200 people and 250 people
 - iii. The Host Chapter decides chapter members will be paying the same registration fees as visitors (No partial weekend registrations)

Item	Fixed Cost	Variable Cost	Not included in registration fee
Meeting room	\$150		
AV equipment	\$425		
Banquet room	\$800		
Registration	\$100		
Security	\$100		
DJ	\$450		
Cash bar charges + bartender	\$250		
Banquet		\$45	
Sodas and snacks for weekend		\$5.00	
T-shirts (T-Shirts are recommended as “extra” items and should be removed from registration fee costs)			\$10
Totals	\$2275	\$50	\$10

- b. Calculate the minimum registration fee for each of the attendance number estimates
- i. Divide the fixed costs by the number of attendees and add one variable cost for each attendee

Costs for 150 Attendees	Costs for Group	Cost per person
Fixed costs	\$2275	\$15.17
Variable costs	\$7500 (\$50 x150)	\$50
Totals	\$9775	\$65.16

In the scenario, where 150 people attend, the *minimum* registration fee should be \$65.16

Costs for 200 Attendees	Costs for Group	Cost per person
Fixed costs	\$2275	\$11.37
Variable costs	\$10,000 (\$50 x200)	\$50
Totals	\$12,275	\$61.37

In the scenario, where 200 people attend, the *minimum* registration fee should be \$61.37

Costs for 250 Attendees	Costs for Group	Cost per person
Fixed costs	\$2275	\$15.17
Variable costs	\$12,500 (\$50 x250)	\$50
Totals	\$14,775	\$59.10

In the scenario, where 250 people attend, the *minimum* registration fee should be \$59.10

- c. Add a “buffer” to the minimum registration fee calculated to allow for unexpected expenses. Ten percent is a good buffer number. A conservative calculation would use the highest of the minimum registration fees plus a 10% buffer.
- i. Based on the example above: 150 attendee registration fee of \$65.16 * 110% = \$71.67. Rounding up to make the math easier gives a registration fee of \$75.
1. Tiered registration fees for collegiate and graduates could also be considered (i.e. \$70-75 for collegiate, \$80 for graduates)

5. Why is it necessary to separate fixed and variable costs?

- a. Increasing attendance at the meeting has the greatest impact on the expense of the weekend. If fees don't account appropriately for the variable costs the chapter may charge a fee that is too low and lose money.
- b. Example of the implications of not separating costs
- i. Using the calculations above for 150 attendees and assume \$3000 from pharmacy company donations plus chapter fundraising is used to cover expenses.
- ii. Total costs (fixed plus variable) are \$9775. Subtracting \$3000 from total expenses (\$6775) and dividing that number by attendees calculates a registration fee of \$45.10. However for each person extra that attends the cost is \$50. If registration is 250 attendees instead of 150 the chapter would lose \$483.

6. Consider 3 rules when setting a registration fee

- a. Subtract gifts and fundraising from **FIXED** costs only
- b. Never let the registration fee fall below the variable costs
- c. If the chapter raises more money than the fixed costs, the registration fee should be set at the variable cost and the additional used for unanticipated expenses.

Budgeting tips - Hidden costs to watch for when planning a budget

1. Tax + Gratuity
 - a. This will increase your food and beverage expenses significantly
 - b. 20-35% is common.
2. Bartender fees with a cash bar
3. Security
 - a. Does the hotel or entertainment venue provide this or do they require you to pay additional fees for a security guard?
4. AV equipment/podium use, etc.
 - a. Usually not free or cheap! Ask if you can bring in equipment borrowed from the school
5. Meeting/banquet rooms
 - a. Not always included. However, frequently an area that can be bargained. Negotiate with the hotel for meeting/banquet rooms
6. Cancellation fees
 - a. Find out how much the hotel or venues will charge if the event is cancelled. Ideally not needed but a good comparison point
7. Attrition Charges (Charge incurred when you don't use a certain percentage of rooms in your hotel block.)
 - a. This could be a problem if there is a lower turn out than expected. If attendance estimates are good it should not be a concern but it's another comparison point.
8. Prices of guest rooms
 - a. How many people are covered in the quoted fee. Are there extra charges for more than 2 people per room?
9. Food and beverage minimums
 - a. Find out if tax and gratuity is included. Most often it is not.

Budgeting tips - General Hotel Negotiation Tips

1. Do not use 800 numbers for chain hotels; they do not know specific specials for each location.
2. Don't be afraid to bargain with the hotel. If another hotel quotes a lower room rate, mention it. Make sure to get the name of the person discussing the contract and the price quoted. Each reservationist quotes differently. The hotel may match lower competitors prices. Many hotels have great deals for groups, but don't list that price to the general public.
3. **Get everything in writing. Read the contract several times before signing and have more than one person look it over.**
4. Check online for specials. If it is listed online cheaper than what is quoted, they will match it.
5. Try conference hotels instead of family destinations for lower rates on weekends. These hotels generally boost rates Tuesdays thru Thursdays for meetings, and then discount weekends.
6. Are room blocks required? Does the group have to pay attrition? It may be better to ask for a room "rate establishment" if the hotel is large and has many rooms left to book. A rate is established, then rooms are just booked as needed, but not held as a block.

7. Make sure the rates are the same for each night if booking more than one night.
8. If hosting the business meeting at the hotel, discuss discounts or free use of meeting rooms if a specified amount of money is spent. Try to negotiate a value for the entire weekend vs. for each night. The costs for the banquet may help offset a smaller amount of money spent on Friday night. Ask for a comp room if you fill a certain number of rooms.
9. Make sure there is an “Act of God/War” type clause that applies to both Kappa Psi and the hotel, in case of a problem with people attending so that the chapter/province are not on the hook for expenses in case of major event/catastrophe.
10. Ask the hotel about any additional charges for meeting equipment (microphones, TV/VCR, laptop, LCD projector, etc.). Inquire if the chapter may bring in these items. The University may allow for free or cheaper use of these items than the hotel.
11. Inquire if outside food may be brought into the meeting area for Friday night or Saturday morning. Food for the social events does not need to be expensive. Snacks are appropriate vs. heavy appetizers.

Example Meeting Budget

Item	325 people	350 people	375 people
Food (banquet) w/tax and service (29.8%) Vegetarian - \$35.05 Pot Roast - \$35.05 Chicken - \$36.35 Avg = \$35.48	36.35 x 325 = \$11813.75	\$12722.50	\$13631.25
Coffee and Tea at meeting	\$43 x 12 + 29.8% = \$669.77 \$43 x 15 + 29.8% = \$837.21		
DJ (2 nights)	\$890	\$890	\$890
AV Equipment	\$2162.04 now \$1200.00	\$2162.04	\$2162.04
Decorations (carnations)	\$150	\$150	\$150
Printing Fee	\$250	\$250	\$250
Name Tags	350 tags = \$79.73	\$79.73	\$79.73
	= \$16015.29		
NOT INC IN REGIST.			
T-shirts \$6.43/person	\$6.43	\$6.43	\$6.43
	= \$18105.04		
Total w/ highest price meal and 12gal coffee	\$55.71	\$54.78	\$53.98
Total w/ 10% buffer	\$61.28	\$60.26	\$59.38
Total w/ 7% buffer	\$59.61	\$58.61	\$57.75
10% buffer gives \$1918.00 ; 7% buffer gives \$1340.50 Difference of \$577.5			
Total w/ Avg dinner price plus 5% (32cents) discount on shirts	\$48.40 + \$6.11 = \$54.51	\$47.48 + \$6.11 = \$53.59	46.68 + \$6.11 = \$52.79
Total w/ 10% buffer	\$59.96	\$58.95	\$58.07
Total w/ highest price dinner and 15gal coffee	\$49.79 + \$6.11 = \$55.90		
Total w/ 10% buffer	\$61.49	10% buffer gives \$1816.75	
Total w/ 7% buffer	\$59.81	7% buffer gives \$1270.75	Dif of \$546

Risk Management

Hosting a Successful Function Within Risk Management Guidelines

The following suggestions will help the chapter assess risk when planning and hosting an event. Keep in mind that chapter activities must be in accordance with all federal, state, local and university laws and regulations.

1. Plan and organize the function well in advance

- a. Establish starting and ending times for events.
- b. Prepare the guest list well in advance of the 24-hour time limit requirement.
- c. Alcohol must never be advertised or promoted
- d. Review risk management procedures for each event in advance with the General Host Chair(s) and the GCD. The Province Executive Committee and/or Province Supervisors can also help provide guidance on Risk Management.

2. All functions must be cash bar

- a. Never use chapter funds or "pass the hat" to purchase alcohol.
- b. Do not allow outside alcohol into the social events.

3. Do not allow common source containers

- a. No kegs, cases of beer, party balls or alcoholic punches of any kind, even if supplied by individuals.
- b. Do not allow open access to individual cans, bottles or mixed drinks of alcohol.

4. Do not sell alcohol through the chapter under any circumstances

- a. Charging admission for a cup, or the band, or for entrance at an event at which alcohol is being consumed will be used by a plaintiff as evidence that alcohol was sold.

5. The function must be closed

- a. Prepare the guest list well in advance of the function and do not permit a person to enter the event if he/she is not on the list. Keep this list on file for at least two years following the event.
- b. If a non-member inadvertently gains entrance into the function, follow all risk management guidelines as if they were a Brother.
- c. Do not permit those who leave to reenter obviously intoxicated.

6. Check I.D. at the door

- a. Only permit Brothers and guests of the legal drinking age to drink alcoholic beverages.
- b. Identify those of legal drinking age with a wrist band or other tamper proof method.
- c. Use hotel security or hire security guards or off duty police officers to assist you at the point of entry. Chapter members should not be checking IDs.

7. The function must be monitored

- a. Appoint a team of Brothers who agree not to consume alcohol to patrol the function. A minimum of one Brother per 50 guests is recommended.
- b. Hire security guards or off duty police officers to assist you with crowd control.

8. Provide food and non alcoholic beverages

9. Monitor intoxicated persons

- a. Do not allow any intoxicated person to be alone or to drive themselves home.
- b. Do not hesitate to call for medical assistance.

10. Do not host or attend a function where alcohol is provided free by any of the co-hosts.

11. Themes and activities

- a. Themes and activities should be in good taste. If the theme of a social event reflects, in any negative way upon others or if it could be so construed, discard the theme and find another.
 - i. Be particularly careful that your favors, shirts, slogans, and actions are not or could not be construed as sexist, racist, or bigoted.
- b. Do not permit, tolerate, encourage, or participate in drinking games.

12. Make sure the function is held at a safe place

- a. Be mindful of location and be respectful to other hotel guests/neighbors.
- b. Are there any fire hazards or unsafe conditions which may cause problems?
- c. Are the exits and fire extinguishers easily accessible in the event of an emergency?

13. Do not provide drink tickets or drink discounts.

- a. Even if discounts are provided by the hotel/bar and chapter funds are not used to offset the cost, it is still discounted alcohol provided to a Kappa Psi group and violates the Risk Management policy.

13. Be mindful of the Picture Policy and the posting of pictures/hashtags from the event.

- a. Also keep in mind the integrity of the Kappa Psi letters and likeness when advertising the event.

Guidelines for the use of third party caterers

The following guidelines are to assist chapters in planning an event where a caterer or other licensed vendor will distribute alcoholic beverages. It is best to utilize such vendors at a hotel or rented facility.

1. Chapter funds may not be used to pay for alcohol.
2. The caterer must be properly licensed by the state and local authorities. This may involve both a liquor license and a temporary license to sell on the premises where and when the function is to occur.
3. The caterer must be insured with a minimum of \$1,000,000.00 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his insurance coverage, "off-premise liquor liability coverage and non-owned and hired auto coverage."
4. The local chapter, graduate chapter (if applicable) and the Alpha Chapter of Kappa Psi Fraternity must be named as additional insured on the vendor's certificate of insurance.
5. The caterer must agree, in writing, to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking ID upon entry.
 - b. Not serving to minors.
 - c. Not serving to individuals who appear intoxicated.
 - d. Maintaining control of all alcohol containers.
 - e. Collecting and removing all alcohol remaining at the end of the function.
6. Third party vendors may not encourage the consumption of alcohol through drink specials or other promotion, nor should third party vendors serve shots of hard liquor.
7. The chapter may not purchase or provide alcohol, including any payment to lower the per drink price. The vendor should agree to sell alcohol at a reasonable per drink rate. Set up charges are appropriate as long as the chapter is not charged for alcohol. Continue to use all risk management practices and procedures.

A third party vendor or caterer does not assume all liability for an event. Continue to use risk management practices in conjunction with the vendor.

Figure 1: Flow Chart for Risk Management Following an Incident

