

Event Registration

So You Want to Host an Event ...



An **event** is anything deemed to be within the scope of a chapter function, on or off university property, that involves a gathering of members and/or guests of the host organization.

Events that must be registered should be done through the SERF form: <http://serf.sdes.ucf.edu>

	SAFE Form	SERF Form	Supplemental SERF
What does the form do	The Safety Action For Event (SAFE) is a form that captures events with a heightened risk occurring on the UCF campus. Only on-campus events that include a high-risk element (as defined by UCF - https://safe.sdes.ucf.edu/) require a SAFE form.	The Social Event Registration Form (SERF) is a form that captures events that are occurring throughout the UCF Greek Community.	The Supplemental SERF is a form that captures events that may have a high-risk element associated with the event. The Supplemental SERF is an additional document that needs to be completed along with the SERF form.
When do I submit a form	The online SAFE Form with all required signatures must be submitted to Office of Student Involvement (OSI) at least 15 calendar days prior to the event.	All events submitted to FSL at least fifteen (15) calendar days prior to the event. All signatures required at least ten (10) calendar days prior to the event.	15-10-3 Submit SERF form and Supplement SERF from to FSL at least fifteen (15) calendar days prior to the event. Signatures must be completed at least ten (10) calendar days prior to the event. Schedule the briefing with FSL staff at least three (3) calendar days prior to the event.
Who gets the form	Office of Student Involvement (OSI)	Fraternity and Sorority Life (FSL)	Fraternity and Sorority Life (FSL)
Is a briefing required	No	No	Yes
Where can I fill out the form	https://safe.sdes.ucf.edu/	http://serf.sdes.ucf.edu	Supplemental SERF Link

	SAFE Form	SERF Form	Supplemental SERF
Chapter Meetings, Council Meetings, Planning Meetings	✗	✗	✗
Community Service, Partial Proceedings, Tabling	✗	✓	✗
Study Sessions/Co-Hosted Study Sessions	✗	✗	✗
House events for Chapter, Members Only, Meet Nights, Programing/Workshops, System/Book, Book, Bible	✗	✗ If individuals outside of chapter members are attending ✓	✗
Individual Chapter Recruitment/Rush/Informationals	✗	✗	✗

	SAFE Form	SERF Form	Supplemental SERF
New Member/Neophyte Presentations	✓	✓	✗
Yard shows, Pageants, Scholarship, Pageants etc.	✓	✓	✗ If a fee is charged ✓
Events where chapter is signing a contract	✗ If on campus ✓	✓	✗
Senior Banquets/Academic Celebrations	✗ If on campus ✓	✓	✗
Council/Hosted Event	✓	✓	✗

	SAFE Form	SERF Form	Supplemental SERF
Events that require admissions at the door, or advance ticket sales	✗ If on campus ✓	✓	✓
Any wet events (Events that include alcohol)	✗ If on campus ✓	✓	✓
Any dry events (Non establishments that serve alcohol)	✗	✓	✗
Any event that is using a vendor	✓	✓	✗
Formals/Semi-Formals	✗ If on campus ✓	✓	✓

	SAFE Form	SERF Form	Supplemental SERF
Overnights/Retreats (Must document approval)	✗	✓	✓
Hosted Philanthropies	✓ If off campus ✗	✓	✓
Field Day Events (Eks, Relay, Sports competition)	✓	✓	✓
Concerts, DJ's, Performances	✓	✓	✓
Tailgating	✗	✓	✓ Attend Tailgating Training before Football Season Begins; Attend Training before Homecoming Game; Safe Event and Sober Monitor Training is required