FRATERNAL
SAFEGUARDING TODAY.
SECURING TOMORROW.

Security Vendor Checklist

It is recommended that you hire professional security for your events. Off-duty police officers are preferred when and where possible, but if you hire an outside security company, the following checklist will help you hire security that is adequately bonded and professional, and will provide the best risk management strategy for your event.

THE VENDOR MUST:

1. Be properly licensed and bonded by the appropriate local and state authority. **ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.**
2. Be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance broker. Ideally, the certificate of insurance should name as additional insured (at a minimum) the local chapter of the fraternity/sorority hiring the vendor as well as the inter/national fraternity/sorority with whom the local chapter is affiliated. **ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.**
3. Provide only security guards who have passed a background check. If possible, utilize security guards who have received training in fraternal risk management policies.
4. Provide a minimum of one security person for each 100 guests
5. Assume in writing all the responsibilities that the security company will provide, including but not limited to:
    a. Checking identification cards upon entry against guest lists
    b. Managing all entrance/exit points of the venue
    c. Removing guests who are disrupting the event
    d. Preventing guests from leaving with alcohol
    e. Responding to any disruptions that take place at the party in conjunction with local law authorities.
    f. Conduct periodic sweeps of parking lots and other exterior areas.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with inter/national organization requirements.

Chapter Representative's Signature & Date

Vendor's Signature/Company & Date