



## Alcohol Approval Form for Holding Event/Function

**TO:** Cheryl Achterberg, Dean, College of Education and Human Ecology

FROM:

DATE:

RE: Request for Approval to Serve Alcohol

<b>COLLEGE OF EDUCATION AND HUMAN ECOLOGY ALCOHOL APPROVAL FORM</b>		
Brief Description of Event:		
Date of Event:	Begin Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Location of Event (please specify)		
	Attending (Please Check)	Estimated Number
Faculty		
Staff		
Students		
Alumni		
General Public		
Other (please specify)		
Purpose of Event:		
Types of alcohol to be served: <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor		
How will non-attendees be barred from entering the event? <input type="checkbox"/> Area will be fenced off <input type="checkbox"/> Security used at door <input type="checkbox"/> Handstamps <input type="checkbox"/> Use of wristbands to identify attendees <input type="checkbox"/> Other (explain)		
Will money be collected for the event?	<input type="checkbox"/> Yes – For What? <input type="checkbox"/> alcohol <input type="checkbox"/> food <input type="checkbox"/> admission or cover charge <input type="checkbox"/> other (explain)	<input type="checkbox"/> No – List funding chartfield
How will attendees be checked, before being served, to determine that they are of legal drinking age?		
<b>Department contact for the event:</b>		
Name:		
Address:	Email Address:	
Phone Number:	Fax Number:	

***I understand and will comply with University and College Policies on Alcohol.***

**Approvals:**

School Director/ Department Chair \_\_\_\_\_ Date \_\_\_\_\_

College Dean \_\_\_\_\_ Date \_\_\_\_\_

The Office of Legal Affairs asks that we allow their office two (2) weeks for approval prior to the event, four weeks if a permit is needed from State Department of Liquor Control. Legal Affairs will notify you of the final approval and if a state permit is necessary, will assist you in completing the form.

In order to ensure adequate security at the event, you must also directly contact the University Police Special Events Coordinator at 688-3211.