

Request to Serve Alcohol Form

***NOTE: Please submit completed form to the Student Life Office (Student Center, suite 218) at least one week prior to the event. If exceptions are needed, please submit at least three weeks in advance. Questions? Please contact Derek Morgan at 303-273-3288.**

Event Name: _____

Event Date: _____ Event Time: _____ - _____
From To

Location (please be specific): _____

Group Sponsoring Event: _____

Person Responsible for the Event: _____

Phone: _____ Email: _____

Expected number of attendees?

- _____ Undergraduate Students
- _____ Graduate Students
- _____ Faculty/Staff Members
- _____ Other

Who will be checking IDs?

- _____ Third Party Vendor
- _____ Security Staff
- _____ Not required as all will be over 21
- _____ Other: _____

Would you like to use wristbands to identify those over 21? _____ No _____ Yes, how many? _____

(The Student Activities Office will provide the wristbands to your security staff or third-party vendor on the day of the event)

ALCOHOL:

Amount of alcohol being served? _____

From where will you purchase/obtain the alcohol? _____

What funds are being used to purchase the alcohol? _____

FOOD & NON-ALCOHOLIC BEVERAGES: Please list the items and quantity that will be available during the event:

THIRD-PARTY VENDOR: _____ Phone: _____

SECURITY PROVIDER: _____ Phone: _____

SIGNATURES: By signing this form you are agreeing to all aspects of the alcohol policy and will enforce the policy as needed.

Signature: Person responsible for the event

Signature: Organization Officer or Advisor; Department Head;

For official use only – do not write in this box

Submitted: _____

Signature: Academic Affairs (Academic Depts. events only)

Approved: _____

Signature: Associate Dean of Students