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? __________________________________________

Who will be checking IDs?

_______ Undergraduate Students   _______ Third Party Vendor

_______ Graduate Students     _______ Security Staff

_______ Faculty/Staff Members     _______ Not required as all will be over 21

_______ Other        _______ 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: __________________________

Approved: __________________________

Signature: Academic Affairs (Academic Depts. events only)

Signature: Associate Dean of Students