

**American University
ALCOHOL APPROVAL FORM**

In compliance with the University Alcohol Policy this form must be completed for any university event at which alcohol will be served, whether the event is held on or off university premises. Authorization to serve alcohol and to expend university funds for the purchase of alcohol must be obtained before an event may take place. Please allow ample time to obtain the necessary signatures.

Event Sponsor: _____

Event: _____ Date: _____ Time: _____

Location: _____
(Please provide the full address if the event is off university premises.)

Source of funding for purchase of alcohol: _____

If university funds are being used, please estimate the cost of alcohol \$ _____

Event Contact Person: _____

Telephone _____ Fax _____ E-mail _____

In case the contact person cannot be reached, please list an alternate who has the authority to make decisions about the event.

Alternate Contact Person: _____

Telephone _____ Fax _____ E-mail _____

The following checklist is provided to assist event sponsors in complying with the university's Alcohol Policy. Please answer all questions. Completing this form does not guarantee that an event will be approved as proposed.

YES NO 1. Is the availability of alcohol highlighted in your event advertising?

YES NO 2. Will the majority of event participants be of legal drinking age?

YES NO 3. Will proof of legal drinking age be enforced by the alcohol vendor?

YES NO 4. Is alcohol limited to beer and wine?

YES NO 5. Will non-alcoholic beverages and food or snacks be available throughout the event?

YES NO 6. Will persons of legal drinking age purchase alcohol, tokens, wristbands, etc. directly from the vendor?

YES NO 7. Does the event feature “all you can drink” for one price?

YES NO 8. Is this a BYOB (bring-your-own-beverage) event?

Signature (Event Representative)

Date

Signature (Student Activities Advisor)

Date

Approval:

All requests from academic units must have the signature of the appropriate dean.

Signature (Dean)

Date

*****Once completed, please turn into the Office of Finance (suite C303)*****