

Please read the information below carefully and contact the Office of Student Affairs with any questions.

The Student Government Alliance, Director of Auxiliary Services and the Chief of Campus Police (in addition to preexisting school administrators) must approve all large student events with alcohol service. The following form & checklist outlines all necessary steps to be taken by UMMS students to achieve complete approval and a successful event. Failure to follow this guide may result in event rejection.

Please be aware that it is University policy for the Environmental Building Services staff to pick up the alcohol for an event and to return the unopened alcohol at the end of an event. Depending on the timing of your event, you may be required to pay overtime for the EBS staff. This should be discussed with the EBS Manager (Anthony Covello) prior to the event date.

NOTE: There is the expectation that students will respond within 48 hours to inquiries regarding your event, act professional in all meetings with UMMS administration, and inform all students that government issued identification is required to be served at the bar.

Section A – General Information

To be completed immediately

Event Name: _____

Event Date and Time: _____

Schools that apply: SOM ____ GSN ____ GSBS ____ Estimated # of attendees: ____

Student Leaders Responsible for Event: _____

Designated Contact Name & Email: _____

Funding Source: _____ Estimated Budget: _____

Section B – Checklist and Guide

(Note the deadlines on each part within Section B)

Part I: To be completed 1 month prior to event

___ Complete Section A

___ Identify Faculty Sponsor *Faculty Sponsors must be identified for student events serving alcohol held in large common spaces (Faculty Conference Room, the ASC Cube or All-purpose room). Faculty sponsors must plan to attend the event.*

Sponsor Name: _____

Sponsor Email: _____

Sponsor Signature: _____

___ Identify sober student volunteers *Each event with alcohol requires at least 2 students to remain sober and be prepared to bear witness should any situation arise. These students may be non-student leaders for the event and should be introduced to the bartenders prior to the event.*

Student Names: _____

Student Names: _____

___ Identify Catering plan (check one)

___ Sodexo

___ Potluck

___ Outside Vendor (name): _____

___ Identify Alcohol plan (check one)

___ Sodexo

___ Outside Liquor Store (name): _____

Section B – Checklist and Guide (continued)

(Note the deadlines on each part within Section B)

Part II: To be completed **1 month** prior to event

___ Meet with Director of Auxiliary Services, Bill Tsaknopoulos

To schedule a meeting with Mr. Tsaknopoulos, email his admin [Christine Rothenburg](#) and cc the Student Government Alliance co-chairs.

___ Discuss event logistics including event date, location, number of students, types and quantity of alcohol, catering and need for bartending service

___ Make plan for contacting Sodexo

___ Following the meeting, notify UMMS Chief of Police [John Luippold](#) of the event's date/time

___ Contact [Anthony Covello](#), EBS Manager, to notify of event and planning

Meeting Date with Mr. Tsaknopolous: _____

Signatures: _____

Student Contact

Dir. Auxiliary Services

Section B – Checklist and Guide (continued)

(Note the deadlines on each part within Section B)

Part IV: To be completed **3 weeks** prior to event

___ Obtain signature from the appropriate school-specific funding administrator

SOM: Kathy Moylan, SGA (3-school event): Ken Knight, GSBS: Sue Foley

Signature(s): _____

Print name

Signature

Print name

Signature

Section B – Checklist and Guide (continued)

(Note the deadlines on each part within Section B)

Part V: To be completed **1 week** prior to event

___ Meet with Bill Tsaknopolous, Chief Luippold, and SGA Co-Chair to discuss final details for event

___ Discuss need for campus police detail, and plan accordingly

___ Contact Anthony Covello regarding final changes with event set up and planning

Meeting Date: _____

Signatures: _____

Student Contact

Dir. Auxiliary Services

SGA Co-Chair

Chief of Campus Police

Section C – Event Details

To be completed 3 weeks prior to the event

Catering Plans - Include complete catering order including quantity and price of each item

Catering Total: _____

Beverage Plans - Include complete beverage order including non-alcoholic beverages (required at all events), type of alcohol, quantity, and price for each

Beverage Total: _____

Overall Total: _____