

Alcohol Event Planning Document

The first step in minimizing risk at your event is proper planning. The chart below includes three columns titled Activities, Risks, and Plans. Think about the event you are planning and list every activity with associated risk that could occur before, during, and after the event. Examples of possible scenarios include fights, underage drinking, date rape, drug use, drunk driving, injury or sickness, etc. Finally, list your plans for managing those risks to ensure the safety of those present.

Activities	Risks	Plans
1.		
2.		
3.		
4.		
5.		
6.		

- Attach additional sheets if necessary
- This form meets the requirements of the Alcohol Policy listed in the Student Handbook.

Below is a list of questions that must be answered if you plan for alcohol to be present at the event. Once you have completed both pages, please sign and date it indicating that you have submitted the information truthfully and return it to the Office of Student Affairs.

1. Please list all sponsoring organizations and a leader from each one who will be present for the duration of the event:

2. Event Title: _____
3. Event Date and Start Time/End Time: _____
4. Event Location: _____
5. If you do not plan on using Fitz Vogt Associates to serve alcohol, have you hired a third party vendor/establishment that is properly licensed by the appropriate local and state authorities to serve alcohol? If so, who?

6. **Please attach a copy of the vendor license.**
7. If you do not plan on using Fitz Vogt Associates, have you obtained proper event insurance or proof of adequate insurance from the third party vendor/establishment you have chosen?

8. **Please attach a copy of the insurance policy.**
9. Have you ensured that alcoholic beverages will be maintained in a secure environment during the event? Describe how:

10. Have you ensured that all alcohol servers are at least 21 years of age and either TIPs certified or the alcohol license holder's designee?

11. Have you ensured that alcoholic beverages will be distributed to only those guests who have proper identification (wristband/marker)? Describe how:

12. Have you ensured that guests cannot serve alcohol to themselves or others? Describe how:

13. Have you ensured that alcoholic beverages are not accessible to guests who are under 21 years of age? Describe how:

14. Have you arranged for non-alcoholic beverage options to be readily available throughout the duration of the event and easily accessible to those present? Describe:

15. Have you arranged for an adequate amount of non-salty foods to be readily available throughout the duration of the event and easily accessible to those present? Describe:

16. Please attach a copy of the food and beverage contract (i.e. purchase order).

17. Are activities planned for your guests to do other than drink? Remember student organization events should have a focus other than alcohol consumption.

18. How do you plan to regulate the amount of alcohol consumed per guest?

19. How do you plan to enforce the planned starting time and ending time of the event?

20. How many students and guests do you anticipate? Have you made arrangements for appropriate security for the number of people anticipated? Describe:

21. If your event is off-campus, have you secured alternative transportation for students to and from the event throughout the time it is scheduled? If so, describe:

Please attach a copy of the transportation contract.

By signing below, you are indicating that you have answered the questions above fully and accurately. You are also indicating that you understand that any failure to follow all policy requirements as described above may subject you and/or the student organization(s) to the Law School's discipline process and cause you to lose the right to plan future social events.

Sponsoring Organization(s): _____

Organization Representative: _____ Date _____

Signatures(s): _____ Date _____

Faculty Advisor: _____ Date _____

Signature(s): _____ Date _____

Office of Student Affairs: _____ Date _____