

Social Event Notification – BYOB

Due 5 business days prior to the event. Guest list is due one (1) business day before the event.

Sponsoring organization(s) _____

Note: all organizations who are sponsoring the event must submit a separate form.

Name/type of event _____

Location of event _____

Date & time of event _____

Number of members to attend _____

Number of invited guests to attend _____

Total number of attendees _____

Number of guests must be less than 2 times the size of the organization. For example, the organization has 30 members attending. It can *invite* 60 people, for a total of 90 people present at the event. No UNINVITED guests are allowed into the event location.

Please answer the following questions:

Yes No We have notified all attendees of how much and what types of alcohol may be brought to the event

Yes No We have a designated bar area where someone knowledgeable of the BYOB policy will collect and distribute all beverages.

Yes No We have punch cards and a system to mark those of legal drinking age.

By signing below, we understand that the organization(s) listed above as sponsors are responsible for following all applicable University, county, state and federal guidelines regarding the use, sale and possession of alcohol. If even one of the organizations above has a national policy that is stricter than the University policy, the stricter policy must be followed by ALL sponsoring organizations & guests.

We understand that it is the responsibility of ALL organization members, especially the officers, to ensure the safety of our members and guests at our event.

We also understand that if it is discovered that any of the sponsoring organizations are not following the appropriate policy, all sponsoring organizations may face university sanctions, including but not limited to organization probation or suspension.

Name of president

Signature of president

Date

Name of event planner

Signature of event planner

Date

As the advisor to the organization above, my signature indicates that I have reviewed the details of the event with the organization officers. It is my understanding that they will follow all appropriate University, county, state and federal guidelines regarding the use, sale and possession of alcohol.

Name of Advisor

Signature of Advisor

Date