

Date: _____ Campus Event External Event Student Event

SSU Department / Student Association / Group: _____

Event Coordinator: _____

Email Address: _____ Phone: _____

Title of Event: _____

Event Information: _____

Date of Event: _____ Begin Time: _____ End Time: _____

Location Reserved for Event: _____

Type of Function (please check the type of function):

Banquet Meeting Dance Fundraiser Concert Wedding Reception

Other: _____

Number Attending: _____ Number of Adult Chaperones: _____

How will you identify attendees over 21: _____

Type of alcohol being served (check all that apply): Beer Wine Liquor

How is alcohol being distributed: Cash Bar Open Bar

Officers from SSU's Department of Public Safety (DPS) must be present at all times during an event serving alcohol. The number and types of officers (security/police) will be determined by the Director of ACE in consultation with the event organizer and the Director of DPS. The sponsoring organization will be billed for the security expenses.

Account Number: _____

By signing below, the Event Coordinator certifies the information included in this form is accurate and complete. The Event Coordinator is responsible for ensuring compliance with all campus policies regarding alcohol as well as State liquor code for private events in public facilities where alcohol is present. The Event Coordinator is also responsible for understanding the liability for the University and Aladdin will adhere to all University, City, and State regulations regarding alcohol service and consumption. By signing this form, the Event Coordinator agrees to have this event registered as a campus event with alcohol.

Signature of Event Coordinator: _____

Approval / Signature of Event & Conference Services Director: _____