

ALCOHOL-RELATED EVENT REGISTRATION FORM

Must be given to the Student Life Office one week before the event

Organization: _____

Proposed event:

Date:

Location:

Location owner/Proprietor:

Description of event:

Number of estimated attendees and manner of invitation:

“The event shall be in a setting where alcohol sales are legal, provided by a private licensed vendor, on a per drink basis, with no profit from alcohol sales going to the sponsoring organization. This means no purchase, sale, or distribution of alcohol by the organization.” Please have your vendor complete the attached vendor agreement and provide a copy to the Student Life Office with this form.

Vender name, contact person, and phone number:

Detail the manner in which your organization is working to ensure legal consumption, and actively discouraging irresponsible consumption:

Describe specifically how alcohol will be purchased and dispensed at this event:

Describe the safety mechanisms developed, specifically including transportation issues:

What contacts and arrangements have you made with local law enforcement agencies, or private security staff?

What are the arrangements for food and non-alcoholic beverages, including quantity?

Since advertising is not permitted, who do you anticipate to be in attendance, and how will they be aware of the event?

I believe this event is planned to be in full compliance with Luther policies and their intent.

Organization president signature:

_____ Date: _____

Vice President or appropriate social chair signature:

_____ Date: _____

Advisor approval:

_____ Date: _____

Student Life Office signature and date of form received:

_____ Date: _____