

Formal Proposal

We are interested in your having a successful activity. We require a written proposal and risk management matrix to insure that you have appropriately responded to all safety and liability issues the inclusion of alcohol requires. Activities will not be approved until the activity permit, matrix, and formal proposal outline have been submitted, reviewed, and stipulations therein have been met. **Nationally affiliated groups should attach a copy of your national risk management alcohol policy.**

The Office of Student Activities reserves the right to deny approval for any event in which precautionary requirements have not been met. Breach of University policy may result in disciplinary action.

Use the following outline when preparing the written proposal:

I. Event

- Name of event & event sponsor(s)
- Time, starting and ending
- Date(s) of event
- Location of event
- Detailed description of the event. (i.e. awards ceremony, dinner, dance, open bar, etc.)
- Provide a floor plan if possible

II. Location

- Name of location
- Property owner or person who leases facility & phone number
- Description of facility including entrances, exits, parking, restrooms, etc.
- Is the location a private club in which alcohol can be purchased?

III. Security

Is the event closed?

- this means open to organizational members, their dates, and special guests only
- security can be provided by the vendor

Is event open?

- this means anyone may attend
- additional security may be required which is determined by the Director of Student Activities or his/her designee
- a Security Services Agreement must accompany a proposal which requires additional security

IV. Alcoholic Beverages

Elaborate, using the outline below, on how your organization plans to comply with the policies.

If BYOB, the proposal must state the following information:

- alcohol will be permitted at this event
- those of legal drinking age are allowed 12-12oz. cans of beer to be brought into the event
- all drinks must be in their original container
- no glass containers, kegs, party balls, or hard liquor will be allowed
- no cups will be allowed to be brought into the venue
- organization members working the event will not consume alcohol during the event
- organization must provide non-alcoholic beverages (besides water) throughout the event
- the organizational advisor or an approved university representative must be present during the entire event
- security officers may be required which will be at the discretion of the Director of Student Activities or his/her designee

If event is hosted at establishment that serves alcohol, the proposal must state the following:

- alcohol will be permitted at this event
- alcohol will be provided by (vendor name) to those participants 21 and older
- participants will be able to purchase alcohol by purchasing a membership to the club
- each membership purchased can be used to purchase alcohol from the purchaser and his/her date ONLY (both must be of legal age).
- the vendor will be responsible for checking identification of those purchasing alcohol
- time alcohol sales will end
- security officers may be required which will be at the discretion of the Director of Student Activities

All proposals must state the following information:

- alcohol will be purchased and consumed by those 21 years of age and older ONLY
- the vendor as well as members of the organizations will be responsible for monitoring minors to prevent consumption of alcohol
- describe how minors will be marked
- some organizational members must be designated as sober party monitors
- a designated driver program must be provided by the organization (give details)
- snacks or a meal must be provided throughout the time alcohol is available
- the organizational advisor (include advisors name) or an approved university representative will be present at the event from beginning to end

V. Approval

I certify the information contained in this document and any other supporting documents will be followed to ensure the safety of participants.

Organizational Rep

Date

Organizational Advisor

Date

Director of Student Activities

Date