

Event with Alcohol Request Form

GENERAL INFORMATION

Event Title: _____

Event Date: _____

Event Start Time: _____ Event End Time: _____
(service of alcohol must end at least 30 minutes prior to the end of the event)

Event Sponsor: Department _____ Student Group _____
(Must have prior OSD approval)

Event Contact
Name: _____ Email: _____ Phone Number: _____

Type of Event: Dinner Reception Dance Festival Other (explain): _____

Event Description (please provide a brief description): _____

Event Location: _____ Expected Attendance at Event: _____

Cost of Event: _____ Cost includes: _____

Attendees: (Circle all which apply)

Invitation Only/Iona Students/Staff

Iona Students Only Over 21

Iona Students Only (over and under 21)

Iona Students w/Senior Class Standing only

Iona Employees Only

Outside:

Guest List

Current College ID

Employee Plus Guest

Student Plus Guest

Open to Public

Admittance Type: Tickets in Advance Tickets at the Door
Other: _____

Event Staffing:

List the names and phone numbers of all Event Managers:

1) Primary Contact: (will be on site at the event)

Name: _____ E-Mail: _____ Cell Phone: _____

Please circle appropriate: Student Administrator Faculty Other

2) Secondary Contact:

Name: _____ E-Mail: _____ Cell Phone: _____

Please circle appropriate: Student Administrator Faculty Other

Approvals and Signatures:*(Approvals Must be Secured at least one month prior to event)*

I have read and understand the Iona College Alcohol policy. As the event sponsor, it is my responsibility to enforce this policy.

Event Contact Signature(s): _____ **Date:** _____

If Student Group please include Club Advisor signature and information:

Advisor Name: _____

(Advisor Signature)

(Date)

OSD Approval Signature: _____ **Date:** _____

Comments: _____

Security Approval Signature: _____ **Date:** _____

Comments: _____

Food Vendor approval: _____ **Date:** _____

Comments: _____

Vice-Provost for Student Development: _____ **Date:** _____

Comments: _____

Submit this completed form to: Charles Carlson, Vice-Provost for Student Development

This form is only approval for alcohol to be present at the event. The event sponsor/group must comply with all space reservation requirements and event and College policies. Procedures and policies will be provided at the time this form is approved.