

W UNIVERSITY of WASHINGTON | TACOMA

Office of the Chancellor

Chancellor's Response Form Events Where Alcohol is Served

To request approval for an event at which alcohol will be served, the following must accompany this form:

- a) Event name and purpose;
- b) Number and description of people expected at the event;
- c) Name of licensed vendor (if applicable);
- d) Description of how serving of alcoholic beverages will be handled (if a licensed vendor will not be present at the event);
- e) Menu for the event;
- f) Estimated event costs and budget and, if applicable, the budget name and number from which discretionary purchases such as alcohol will be funded;
- g) A signed Event Responsibility Form;
- h) Copies of Use of University Facilities (UUF) forms and food form (*if needed*), Purchase Order (*if needed*) or procard number (*if used*).

I fully understand the requirements of this form and have attached all required documentation. I have also read, understand and will comply with the Guidelines and Procedures for the Sale and Serving of Alcoholic Beverages on Campus—Faculty, Staff and Members of the External Community.

Name _____ Date _____

Department/Program/Non-University Group _____

- | |
|---|
| <input type="checkbox"/> I approve serving alcohol at this event |
| <input type="checkbox"/> I do not approve serving alcohol at this event |

Pat Spakes, Chancellor _____ Date _____

Contact Alina Urbanec with questions, extension 2-5645 or alinau@u.washington.edu