Guidelines for Beverage and UAS Gift Card Donations

Submitting a beverage and/or gift card request:
- Requests must be submitted via [electronic application](#) available on the UAS website.
- The event you are requesting the donation for must be open to all members of the University community; UAS will not support events that are by invitation only.
- Events must be held on the University at Albany campus (Main Campus, Downtown Campus, East Campus, Empire Commons, Freedom Apartments, Liberty Terrace, or Dippikill).
- If food is being provided and you wish to use a food service provider other than UAlbany Dining please see [Steps for Obtaining Approval to Serve Food from Non-UAlbany Dining Sources](#) and complete the [Request for Approval form](#).

Receiving a beverage donation and/or gift card(s):
- UAS and our partners must be recognized in all advertising, promotional materials and printed programs for the event. For a proper logo please visit the [UAS logo webpage](#).
- Once materials have been created please forward to [UAS Marketing Manager](#) for approval or send by campus mail to UAS, Colonial Quad – 37A Zenger.
- If beverages are provided please display signage recognizing UAS and Coca-Cola. Signage can be found on the [UAS signage webpage](#).
  - After the event please email a picture of signage displayed at the event to [UAS Marketing Manager](#).

Please email [UAS Marketing Manager](#) with any questions.

Note: UAS reserves the right to cancel any approved donation for events that are found to be in violation of the UAS Beverage and Gift Card Donations, the UAS By-Laws, the UAS Contract with the University at Albany or University policies.