



Sale and Service of Alcohol at University-Related Event Form

Submit signed request to Kevin Wilcox, Associate Vice President for Enterprise Risk Management at kwilcox@albany.edu

Sponsoring Department or Group: _____

Contact Person: _____ Email: _____

Campus Address: _____ Phone _____

Date and start/end time of Function: _____

Location of Function: _____ Estimated Attendance: _____

Briefly describe the purpose of the event and explain why sale/service of alcohol is necessary:

Briefly describe intended event audience

How will alcohol be made available at the event?

Will alcohol be provided as part of ticket price?

Will alcohol be complimentary?

Will attendees be able to purchase alcohol?

I have read and agree to adhere to and enforce University policy 1.7 Alcoholic Beverages and Controlled Substances on Campus.

Name: _____

Signature: _____ Date: _____