

Checklist for On-Campus Events with Alcohol

Internal Events

PLU owns and manages the event for class or programmatic purposes. For more details visit Event Services (<http://www.plu.edu/events/>) online.

3+) Weeks in Advance

- Complete ACEA application and submit to Vice President or Provost for approval
- File the approved ACEA application with Event Services
- Book your event in an authorized venue using Campus Calendar; add Alcohol Service and Catering
- Order Alcohol Service from 208 Garfield and finalize a 208 Alcohol Service Contract.
- Order Food from PLU Catering

2+) Weeks in Advance

- File the finalized 208 Garfield Alcohol Service Contract with Conference and Event Services

Sponsored Events

A subsidized or sponsored event begins with a programmatic tie to a PLU department. The PLU department "sponsors" an event or group and completes an application. For more details visit Event Services (<http://www.plu.edu/events/>) online.

Partnered Events - PLU co-presents program or meeting to directly benefit students or PLU initiatives. PLU co-signs contract with the non-profit entity.

Hosted Events – Strongly affiliated non-profit organization presents program for the benefit of its constituents and interests.

3+) Weeks in Advance

- Complete ACEA application and submit to Vice President or Provost for approval
- File the approved ACEA application with Event Services
- Finalize the Venue Rental Contract with Conference Services Manager
- Complete ACEA application and submit to Conference Services Manager for approval
- Coordinate food and alcohol service with Conference and Event Services and
- Sign 208 Garfield Alcohol Service Contract

2+) Weeks in Advance

- File copy of insurance coverage with Conference and Event Services

External Events

The event is presented purely for the benefit of its constituents. For more details visit Event Services (<http://www.plu.edu/events/>) online.

3+) Weeks in Advance

- Finalize the Venue Rental Contract with Conference Services Manager
- Complete ACEA application and submit to Conference Services Manager for approval
- Coordinate food and alcohol service with Conference and Event Services
- Sign 208 Garfield Alcohol Service Contract

2+) Weeks in Advance

- File copy of insurance coverage with Conference and Event Services