Internal Events with Alcohol Service
Process for Event Planners

1. Complete ACEA (Dean or Director)
2. Obtain VP/Provost Signature of Approval on ACEA
3. Deliver/Route ACEA to CEVT
4. Order Food and Non Alcoholic Beverages from Catering
5. Complete 208 Garfield Alcohol Beverage Service Contract
6. Book Event in Campus Calendar