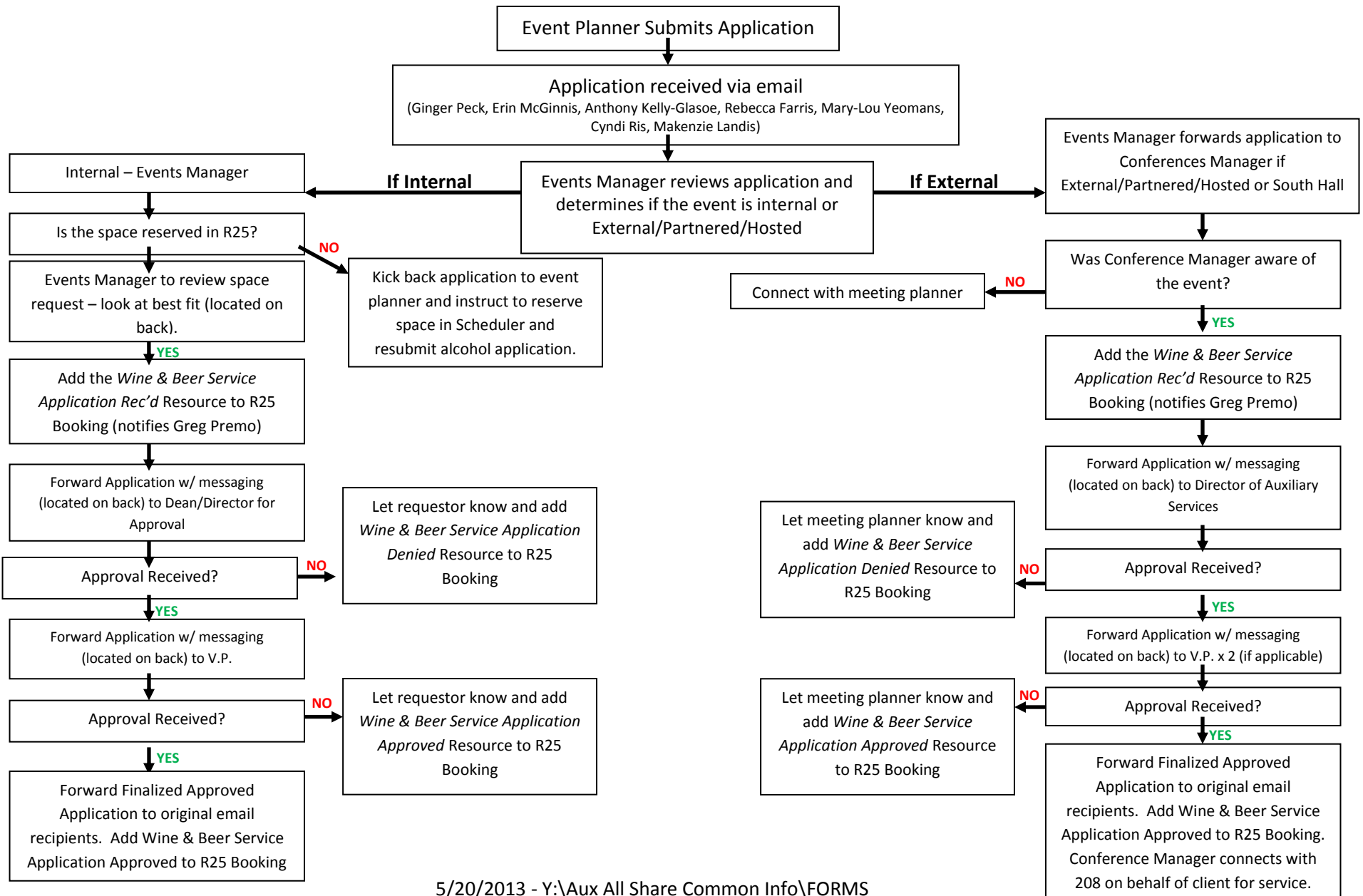


### Alcohol Application Flow Chart



### Messaging

**Message sent to Dean/Director along with FWD of the original application:**

**Good Morning/Afternoon Name,**

The application below was submitted for alcohol service for the **Event Name** on **Event Date** in **Event Location**. Do you approve this event and onsite staffing to be appropriate for alcohol service? If you need more information, please check with individual planning the event.

Please respond to this email with your decision. It will then be forwarded to your Vice President or the Provost.

[Alcohol Policy](#)

[Alcohol Application Flow Chart](#)

**Message sent to V.P. along with FWD of the original application, and Dean/Director approval:**

**Good Morning/Afternoon Name,**

The application below was submitted for alcohol service for the **Event Name** on **Event Date** in **Event Location**. All applications must go through an approval process. First the application was sent to the Dean/Director for their acknowledgement that this event is appropriate to take place with alcohol service. Please see Dean/Directors approval is below (in forwarded email). For final approval, the application is sent to the Vice President of the department (you). Once we receive an email back with your decision we will continue with the process (see flow chart link).

Please respond to this email with your decision.

[Alcohol Policy](#)

[Alcohol Application Flow Chart](#)

### Best Fit – Things to Consider

- Noisy vs Quiet Events in Adjacent Space
- Alcohol Event vs Minor Event in Adjacent Space
- Competing Events, with same audience, at same time (High Holy Events)
- Confidential or Events Sensitive in Nature (best location)
- Capacity for all events (Resource Availability, Staffing Availability, Parking Availability, Crowd Control Availability)
- Safety? Is the event signaling risk management questions?
- Appropriate space for Event? (Is the space large enough? In the right location?)