

# Alcohol Event Planning Form

## Georgia Institute of Technology

### (Not a Georgia Tech approval form)

*This form is only to be submitted for on-campus events hosted by chartered student organizations. The following form must be completed with all necessary signatures before the event. To ensure appropriate time for review, this form should be completed and submitted to the Office of Leadership & Civic Engagement no fewer than 30 days before the event date.*

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#### ORGANIZATION & FUNCTION INFORMATION

Student Organization:

Student Organization President:

Email:

Phone number:

Student Organization Advisor:

Email:

Phone number:

Event Name:

Type of function:

Date of function:

Starting and Ending times of function:

#### Projected participation

Faculty/Staff Attendees:

Tech Students Attendees:

Non-Tech Attendees:

**Total Attendees:**

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#### ROOM RESERVATION INFORMATION

*Room reservations should be made prior to submitting this planning form. The building manager's signature is requested to ensure they are aware of the nature of the event that may involve alcohol. A copy of this form will be sent to them after it has been reviewed.*

#### Location of function

Building:

Room:

#### Building manager or person(s) responsible for reservation

Name:

Title:

Phone:

Email:

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SIGNATURE / Date

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#### RISK MANAGEMENT

*Host organizations are required to use a licensed third-party vendor. Non-alcoholic beverages and food must be available free of charge and in sufficient quantity. Any function, at which 100 or more persons are expected to attend, appropriate security in the ration of 1 licensed and insured security officer to every 100 participants is required.*

How much and what kinds of food will be available?

What licensed third-party vendor will be used?

What method(s) will be used to insure only those of legal age and those not visibly intoxicated will be served?

What arrangements have been made for appropriate security?

In the case of intoxicated individuals, how will they be prevented from leaving the event in a motor vehicle?

How will access of uninvited persons be controlled?

*This review form is intended to assist you in planning a safe event at which alcohol is present. Your organization, its officers and advisors, are responsible for the event being conducted in the manner described in this form. Deviation from the information given on this form will be treated as a violation of the Georgia Tech Alcohol Policy and Guidelines.*

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**ORGANIZATION PRESIDENT**

This information is accurate and I am aware of, and will abide by the requirements of the Georgia Tech Alcohol Policy and Guidelines. I am aware of this event and have reviewed this form with the organization advisor.

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SIGNATURE - President / Date

**FACULTY ADVISOR**

This information is accurate and I am aware of, and will abide by the requirements of the Georgia Tech Alcohol Policy and Guidelines. I am aware of this event and have reviewed this form with the organization president.

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SIGNATURE - Advisor / Date

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**FOR REVIEW BY STUDENT AFFAIRS**

**DATE SUBMITTED:**

*Current organization President and Faculty/Staff Advisor have signed the Georgia Tech Alcohol Policy Form.*

YES or NO      Date signed:

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SIGNATURE - Director of Student Leadership & Civic Engagement / Date

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SIGNATURE - Dean of Students / Date