



# ROOSEVELT UNIVERSITY

## Request for Event Approval

### Requestor's Information

Department Name \_\_\_\_\_ Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name/Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

What are you serving? (Check each that applies)      FOOD       ALCOHOL       OTHER: Please Specify  \_\_\_\_\_

If alcohol will be served, will there be bartender(s)    Yes       No

What measures will you take to ensure that alcoholic beverages are consumed only by legal aged drinkers?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approval

Dean/Vice President \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

### Conditions of Approval

Declined

Approved without exceptions

Approved with noted exceptions:

Exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* NOTE: Please bring this signed form to your event \*\*\***