



Alcohol Approval Form for units that report to the Provost

Event name:

Date:

Time:

Location:

For on-campus functions: Will Sodexo cater the event? Yes No

If no, name of approved caterer with valid liquor license:

For off-campus functions NOT held at restaurants,
name of caterer with valid liquor license:

Type of event:

If Other, please specify:

For a faculty recruitment or visiting guest speaker dinner:

- The dinner must be held a restarurant with a valid liquor license.
- No undergraduate students, and/or students under the age of 21, will attend the dinner.

Name of the on-site employee host of the event:

Confirm that the employee host has reviewed the [Alcohol Service and Consumption at University Activities — Faculty and Staff university operating procedure](#): Yes No

Names of internal attendees
(UVM employees):

Will university funds be used for employee alcohol expenses? Yes No

If yes, please provide a justification. Note: approval of this will be quite limited.

Names of external attendees and their organization affiliation (guests, including non-employee spouses):

Will university funds be used for guest alcohol expenses? Yes No

Will university funds be used for bar setup expenses? Yes No

Gift/endowment chartstring for alcohol
and/or bar setup expenses:

Person initiating the request:

Name, Department, and E-mail Date

Department Chair's Signature Date Dean's Signature Date

Send completed and signed form to Lori Desotell, Office of the Provost, via e-mail at Lori.Desotell@uvm.edu.

Provost's Signature Date