

**EVENTS APPROVAL FORM**

Graduate Student Associations (GSA) and their affiliates must use this form to obtain pre-approval to use graduate activity fees to pay for/reimburse expenses for their event and also to obtain pre-approval to serve alcohol at an on-campus event. *Note: Graduate student activity fees cannot be used to purchase/reimburse alcohol for off-campus events.*

- The GSA must keep a copy of this form for their records.
- Additional copies of this form plus any other materials (copies of correspondence with Campus Safety, Risk Management forms, vendor contracts, etc.) must be submitted to the GSA's graduate unit at least **30 days prior** to the date of the event.

1) Graduate Student Association/Organization Name: \_\_\_\_\_

2) Name of person placing the request: \_\_\_\_\_

3) Title of Event: \_\_\_\_\_

4) Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

5) Location of Event: \_\_\_\_\_

6) Who will attend? (Check all that apply):

 Undergraduate students       Graduate students       DU Faculty/Staff Other (please specify): \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_

7) Purpose of Event (give a brief description or attach separate page): \_\_\_\_\_

8) Will food be served at this event?  Yes       No. If Yes, please state which vendor has been contracted to cater the event: \_\_\_\_\_9) Will alcohol be served at this event?       Yes       No

10) Who will pay for/reimburse the cost of the alcohol?

 The GSA sponsoring the event       Cash Bar (individual students)       Other \_\_\_\_\_

11) Have you informed Campus Safety about your event and whether alcohol will be served?

 Yes: Please attach copy of correspondence. No: Why was Campus Safety not contacted? \_\_\_\_\_**Contact Risk Management with any risk assessment questions or concerns.****Approval Signatures**

GSA President or Vice President

Printed Name

Signature

Date

GSA Treasurer:

Printed Name

Signature

Date

GSA Faculty/Staff Advisor:

Printed Name

Signature

Date

Unit Budget Officer:

Printed Name

Signature

Date

Office of Graduate Studies:

Printed Name

Signature

Date