

Graduate Student Association Council (GSAC)
Approval Form for “Serving Alcohol at Event”

A Graduate Student Association (GSA) is to use this form in the event the GSA does not have its own approval form for serving alcohol at an event. If this form is used, the GSA must keep it for their records in the case a dispute arises around the use and consumption of alcohol at the event. Moreover, a copy of this form and any other materials (i.e., event approval correspondence from Campus Safety and Risk Management) must be given to the GSA’s graduate unit, at least one month before the event.

Graduate Student Association/Organization Name: _____

Name of person placing request: _____

Name of event: _____

Date of event: _____

Location of event: _____

Time of event:

Start time: _____

End time: _____

Who will attend?

Undergraduates

Graduates

DU Faculty

Other (please specify): _____

How many attendees does your association/organization anticipate? _____

Have you informed Campus Safety about your alcohol related event?

Yes

No

Campus Safety Personnel signature: _____

Date of Campus Safety approval of event:

Have you informed Risk Management about your alcohol related event?

Yes

No

Risk Management Personnel signature: _____

Date of Risk Management approval of event:

Graduate Student Association/Organization Signatures

GSA/GSO President's signature: _____

Preparer's signature: _____

Dean's Approval

I, _____, Dean of _____ hereby approve
(Dean's Full Name) *(Graduate Unit Name)*

_____ 's event outlined above.
(Grad Student Assoc./Org. Name)

Dean's signature: _____

Dean's name: _____

Associate/Assistant Dean's Approval

I, _____, Dean of _____ hereby approve
(Associate/Assistant Dean's Full Name) *(Graduate Unit Name)*

_____ 's event outlined above.
(Grad Student Assoc./Org. Name)

Associate Dean's signature: _____

Associate Dean's name: _____

Director's Approval

I, _____, Dean of _____ hereby approve
(Director's Full Name) *(Graduate Unit Name)*

_____ 's event outlined above.
(Grad Student Assoc./Org. Name)

Director's signature: _____

Director's name: _____