

***Alcohol Registration Policy
Special Event Registration Committee***

Sponsoring Organization: _____

Name of the Event: _____ Expected Attendance: _____

Location: _____ Date: _____ Time: : _____

Hosts (must be members of the organization and be present at the event):

Coordinator: _____ President: _____

Email: _____ Phone: _____ Email: _____ Phone: _____

How will alcohol be made available? BYO: Serving: (only at academic/staff events)

Non-alcoholic beverages and food will be served (required by University policy).

Describe: _____

People of legal age will be permitted a limited amount of beer. Limit: ____ 12 ounce cans/plastic bottles

People of legal age will be permitted a limited amount of distilled spirits. Limit: ____ 1.5oz

DUI prevention plan (e.g. signs with taxi phone numbers; bus or shuttles hired) is developed.

Host Responsibility Training is provided through Student Health and Wellness, 343-4740 (Minimum of 2 members are required to be trained and they must be present at the event)

Organization/Department Representatives: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

Date Scheduled/Attended: _____ Professional Staff Trainer: _____

Which method are you using to comply with the University Alcohol Policy & TN state drinking age law?

Carding at the door: by third party security by catering by host group member
(only at academic/staff events)

Wrist Bands for legal alcohol consumers

Other means of identifying underage drinkers (e.g. guest list with birth dates)

No undergraduate organization can use AcFee funds to purchase and provide alcoholic beverage. All of the above requirements apply to graduate/professional organizations and departments conducting alcohol-related events as well as undergraduate organizations. Any process that can be interpreted as a university department or student organization selling alcohol (i.e. purchased tickets provides 2 free drinks) is against state law.

Event Coordinator

President of Student Organization

Org Advisor/Academic Department Head

Student Health and Wellness

Vanderbilt University Police Department

Office of the Dean of Students designee

Date: _____