



**Georgia State University**  
**Request to Serve Alcohol On Campus - Routing Sheet**

1. For all Events – Employee (e.g. department head or student organization advisor) responsible for compliance with the University Alcohol Policy at this event.

*I have read, understand, and will ensure compliance with the University Policy on Alcohol and Other Drugs and will be present during the entire Event specified on this Request to Service Alcohol.*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. For Student Organization Events - Student officer responsible for compliance with the University Alcohol Policy.

*I have read, understand, and will ensure compliance with the University Policy on Alcohol and Other Drugs and will be present during the Event identified on this Request to Serve Alcohol.*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. For All Events - Dean or Vice President Giving Initial Approval for Event:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University Address: \_\_\_\_\_ Phone: \_\_\_\_\_

4. For All Events: Caterer serving alcohol at the Event:

*I have read, understand, and will abide by the University Policy on Alcohol and Other Drugs with respect to the Event identified in this Request to Serve Alcohol.*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University Address: \_\_\_\_\_ Phone: \_\_\_\_\_

5. For Events with 75+ possible attendees or where minors may be in attendance - University Police Chief or designee:

Number of Officers: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6. For All Events - Director of Student/University Center or Building Manager of other Event Facility:

Approval Recommended: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_