

**Georgia State University**  
**Request to Serve Alcohol On Campus**

**Instructions:** A completed Request to Serve Alcohol form must be submitted to the Office of Legal Affairs no later than 2 weeks prior to the Event. Before submitting the form to Legal Affairs, it must be completed and then routed for signature through all departments identified on the attached Routing Sheet. The Office of Legal Affairs is located at 100 Auburn Avenue, Suite 315, Atlanta, GA 30302

1. \_\_\_\_\_  
 Name of Event Sponsor: Telephone: Email:
  2. \_\_\_\_\_  
 Event Description Event Facility & Rooms
  3. \_\_\_\_\_  
 Event Date Event Start Time Event End Time
  4. \_\_\_\_\_  
 Alcohol Service Start Time Alcohol Service End Time Number of Anticipated Attendees
  5. \_\_\_\_\_  
 Type of Event Attendees (students, faculty, staff, etc.)  YES  NO  
 Any Chance Minors May Attend?
  6. \_\_\_\_\_  
 Type of Alcohol Service Request (Wine Reception, Beer Service, Full Bar, etc.)
  7. \_\_\_\_\_  
 Name of Caterer Serving Alcohol at the Event Caterer Telephone Caterer Address
  8. \_\_\_\_\_  
 Non-alcoholic beverages and food that will be provided at Event for duration of Alcohol Services
  9. \_\_\_\_\_  
 Other Information
- \_\_\_\_\_
- Other Information

**To Be Completed by Office of University Legal Affairs**

- \_\_\_\_\_ 1. Approved with the following stipulations:
    - A. University Police required for Security? Y / N Number of Officers Required: \_\_\_\_\_
    - B. Other: \_\_\_\_\_
  - \_\_\_\_\_ 2. Denied
- \_\_\_\_\_
- Authorized Designee Date

Copies to: \_\_\_\_\_ Event Sponsor (who shall forward a copy to Event Caterer and University Police)  
 \_\_\_\_\_ Event Facility

