



**Alcohol and Beverage Service Approval Form**

The Student Government Alliance, Director of Auxiliary Services and the Chief of Campus Police (in addition to preexisting school administrators) must approve all large student events with alcohol service. The following form & checklist outlines all necessary steps to be taken by UMMS students to achieve complete approval and a successful event. Failure to follow this guide may result in event rejection.

Expectations of Students:

- Respond within 48 hours to inquiries regarding event
- Act professional in all meetings with UMMS administration, faculty and staff
- Inform all students that government issued identification is required to be served at the bar

**SECTION A: General Information**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Event Time: \_\_\_\_:\_\_\_\_ (am/pm) - \_\_\_\_:\_\_\_\_ (am/pm)

School (select all that apply): SOM      GSBS      GSN      Estimated # of Students \_\_\_\_\_

Student Leader(s) Responsible for Event \_\_\_\_\_

Designated Student Contact (one student) \_\_\_\_\_ Email \_\_\_\_\_

Funding source(s) \_\_\_\_\_ Estimated Budget \_\_\_\_\_

**SECTION B: Checklist and Guide**

PART I – To be completed **1 month** prior to event

- Complete Section A above
- Identify Faculty Sponsor:** \_\_\_\_\_ **Email** \_\_\_\_\_  
*Faculty Sponsors must be identified for student events serving alcohol held in large common spaces (Faculty Conference Room, the ASC Cube or All-purpose room). Faculty sponsors must plan to attend the event.*  
**Faculty Sponsor Signature:** \_\_\_\_\_
- Identify sober student volunteers:** \_\_\_\_\_  
*Each event with alcohol requires at least 2 students to remain sober and be prepared to bear witness should any situation arise. These students may be non-student leaders for the event and should be introduced to the bar tenders prior to the event.*
- Catering plan (circle one):      Sodexo      Potluck      Outside Vendor: \_\_\_\_\_  
*All events with alcohol must provide food.*
- Alcohol plan (circle one):      Sodexo      Outside Liquor store: \_\_\_\_\_

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**PART II – To be completed 1 month prior to event**

- Have a meeting with the Director of Auxiliary Services, Bill Tsaknopoulos.  
*To schedule: email Mr. Tsaknopoulos's Administrative Assistant, Paula Joinville (paula.joinville@umassmed.edu), and cc SGA representative Philip Feinberg (Philip.feinberg@umassmed.edu)*
- Discuss event logistics including event date, location, number of students, types and quantity of alcohol, catering and need for bartending service.
- Make plan for contacting Sodexo
- Following the meeting, notify UMMS Chief of Police ([John.Luippold@umassmed.edu](mailto:John.Luippold@umassmed.edu)) of the event's date and time.
- Contact Anthony Covello ([Anthony.covello@umassmed.edu](mailto:Anthony.covello@umassmed.edu)) at EBS to notify of event and planning

**Meeting Date** \_\_/\_\_/\_\_\_\_

**Signatures:**

\_\_\_\_\_ Student Contact:

\_\_\_\_\_ Director of Auxiliary Services: Bill Tsaknopoulos

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**PART III – To be completed 3 weeks prior to event**

- Schedule a meeting with the Sodexo Catering Manager, Jennifer Eddy (Jennifer.Eddy@sodexo.com)  
*Jenn can be reached by email or by asking for her at the ASC cafeteria during business hours.*
- Discuss number of bartenders, necessary equipment, alcohol (if purchasing through Sodexo), catering (if through Sodexo), and the event's timeline.
- Number of Bartenders \_\_\_\_\_  
*1 bartender / 50 students (with no more than Four)*
- Bar Hours: Start: \_\_\_\_:\_\_\_\_ (am/pm) End \_\_\_\_:\_\_\_\_ (am/pm)
- Affix the official Sodexo order confirmation to this form

**Meeting Date** \_\_/\_\_/\_\_\_\_

By signing below, the Student and Sodexo Catering manager agree to this order, which is inclusive of all charges.

**Signatures:**

\_\_\_\_\_ Student Contact:

\_\_\_\_\_ Sodexo Catering Manager:

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**PART IV – To be completed 3 weeks prior to event**

- Obtain signature from the Funding Admins  
GSBS: Susan P. Foley, SOM: Judy Holewa, TSC: Ken Knight

**Signature(s):**

\_\_\_\_\_ (print name):

\_\_\_\_\_ (print name)

\_\_\_\_\_ (print name):

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**PART V – To be completed 1 week prior to event**

- Meet with Bill Tsaknopoulos, Chief Luippold and Philip Feinberg  
*To Schedule Email: Mr. Tsaknopoulos's Administrative Assistant, Paula Joinville (paula.joinville@umassmed.edu), Chief Luippold, (John.Luippold@umassmed.edu) and SGA representative Philip Feinberg (Philip.feinberg@umassmed.edu)*
- Discuss final details for event
- Discuss need and make plan for campus police detail
- Contact Anthony Covello (Anthony.covello@umassmed.edu) at EBS for event set up and planning

**Meeting Date** \_\_/\_\_/\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Student Contact:

\_\_\_\_\_  
Director of Auxiliary Services: Bill Tsaknopoulos

\_\_\_\_\_  
SGA: Philip Feinberg

\_\_\_\_\_  
Chief of Campus Police: John W. Luippold

**SECTION C: Specific Details**

**PART IV – To be completed 3 weeks prior to event**

**Catering Plans:**

*Include complete catering order including quantity and price of each item.*

Total \$ \_\_\_\_\_

**Beverage Plans:**

*Include complete beverage order including non-alcoholic beverages (required at all events), type of alcohol, quantity, and price for each. .*

Total \$ \_\_\_\_\_