



Alcohol Approval Form for units that report to the Provost

Event name: _____

Date: _____ Time: _____

Location: _____

For on-campus functions: Will Sodexo cater the event? Yes ___ No ___

If no, name of approved caterer with valid liquor license: _____

For off-campus functions NOT held at restaurants:

Name of caterer with valid liquor license: _____

Type of event: _____

If Other, please specify: _____

For a faculty recruitment dinner or visiting guest speaker dinner:

- The dinner must be held at a restaurant with a valid liquor license.
- No undergraduate students, and/or students under the age of 21, will attend the dinner.

Name of the on-site employee host of the event: _____

Confirm that the employee host has reviewed the [Alcohol Service and Consumption at University Activities – Faculty and Staff](#) policy: Yes ___ No ___

Names of internal attendees (UVM employees):

Will university funds be used for employee alcohol expenses? Yes ___ No ___

If yes, please provide a justification. Note: approval of this will be quite limited.

Names of external attendees and their organization affiliation (guests, including non-employee spouses):

Will university funds be used for guest alcohol expenses? Yes ___ No ___

Gift/endowment chartstring for alcohol and/or bar setup expenses: _____

Person initiating the request: _____
Name, Department, and E-mail _____ Date _____

Department Chair Signature _____ Date _____

Dean Signature _____ Date _____

Send completed and signed form to Lori Desotell, Office of the Provost, via e-mail at Lori.Desotell@uvm.edu.

Provost's Signature _____ Date _____