Required

* This form will record your name, please fill your name.

Event Details

1. Campus unit hosting event: *

   [Input field for campus unit hosting event]
2. **Event name:** *

3. **Event description:** *

4. **Event date:** *

5. **Event location:** *
   
   *Include specifics such as name of building, room, outdoor space, etc.*

6. **Time alcohol service will begin:** *
7. **Time alcohol service will conclude:** *

8. **Description of invitees:** *
   
   *e.g. departmental faculty, alumni, graduate students*

9. **Number of expected attendees under age 21:** *
   
   *At least 2/3 of the anticipated attendees must be 21 or older.*

10. **How much beer do you plan to serve?** *

    *Permitted alcoholic beverages are limited to beer (fermented malt beverages) and wine. Beer should be served in individual cans or bottles no larger than 12 oz.*

11. **How much wine do you plan to serve?** *

    *Permitted alcoholic beverages are limited to beer (fermented malt beverages) and wine. Alcohol must be served in clear or translucent cups no larger than 8 oz. for serving wine.*
12. **Food and non-alcoholic beverages that will be served:** *

[Blank field for entry]
Responsible University Employees

A responsible employee is a person with a faculty, limited, academic or classified staff appointment, age 21 or over. Terminal academic or university staff, employees in training, and student hourly employees may not serve as responsible employees. **Graduate and professional students may serve as responsible employees only for events hosted by and for graduate and professional students.**

13. **Total number of attendees expected:** *

   One responsible employee is required for the first 50 attendees, plus one for every 25 attendees thereafter.

   - 1 - 50
   - 51 - 75
   - 76 - 100
   - 101 - 125
   - 126 - 150

   150 +  Events over 150 attendees require approval by the Dean/Director, review by UWPD, and VCFA approval. Alcohol service at larger events should generally be provided by a professional caterer.

14. **Name and unit role/title of Responsible Employee #5:**

   Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.
15. **UW-Madison email address of Responsible Employee #5:**
   A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.

16. **Name and unit role/title of Responsible Employee #4:**
   Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.

17. **UW-Madison email address of Responsible Employee #4:**
   A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.

18. **Name and unit role/title of Responsible Employee #3:**
   Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.
19. **UW-Madison email address of Responsible Employee #3:**

   A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.


20. **Name and unit role/title of Responsible Employee #2:**

   Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.


21. **UW-Madison email address of Responsible Employee #2:**

   A Microsoft Team approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.


22. **Name and unit role/title of Responsible Employee #1:**

   Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.
23. **UW-Madison email address of Responsible Employee #1:**

A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.
Sponsorship Approval

24. **Name, title and unit of sponsor authorized to approve permit:** *

*The UW-Madison Chancellor, Vice Chancellors, Deans, Divisional Directors and Vice Provosts are authorized to issue permits.*

25. **UW-Madison email address of approving sponsor:** *

*An automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm approval.*

26. **Additional information:**
Thank you for completing the permit application. Please submit your responses.