

***FINAL APPROVAL MUST BE ACQUIRED TWO WEEKS PRIOR TO THE EVENT DATE.  
ALL FORMS SUBMITTED WITHIN TWO WEEKS WILL BE DENIED.***

The University of Southern California recognizes the legality of alcohol use for individuals of appropriate age. As a result, the university expects everyone to abide by the alcohol and event planning guidelines at [policy.usc.edu/drugfree](http://policy.usc.edu/drugfree). Review the expectations before submitting this form.

*Please complete all sections, including required signatures, before uploading this form to [cateringapprovals.usc.edu](http://cateringapprovals.usc.edu).*

**Organization**

Organization/Department Name: \_\_\_\_\_

Event Planner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Event**

Date of the Event: \_\_\_\_\_ Location: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Check One:  Beer & Wine only  Full Bar

Please provide event description - (must include name of university approved caterer selected to serve alcohol, type of food served and expected number of minors)(no more than 100 words)

**Risk Management**

- Can only be served by a university approved caterer. Self-service is not permitted.
- Attendees who consume alcohol must be 21 years or older.
- Utilize wristbands to distinguish between those under 21 and older attendees.

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**APPROVAL SIGNATURES REQUIRED BELOW** — (please have signed in numerical order)

Signatures confirm individuals have discussed with the organization about the alcohol procedures for this event and are satisfied with the arrangements. This event complies with University Policy and State law.

1. Person Responsible - person responsible for event must be 21 years of age or older

I have read the University's Alcohol Policy mentioned above and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcoholic beverages.

Print Name: \_\_\_\_\_ Student/Staff ID#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Address: \_\_\_\_\_

2. Facility - Director/Manager of the facility being used

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Department of Public Safety - Lt. Mark A. Cervenak

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Auxiliary Services - Hospitality Approvals

Please visit [hosp.approvals@usc.edu](mailto:hosp.approvals@usc.edu). Click on "Get Started" in the Alcohol Approval Box. When prompted, upload this document with all signatures and a copy of the bar service contract from a university approved caterer. If you have not done so, please complete the food and beverage form online. You will be notified of approval (or denial) by email within 48 hours. A copy of the approval or denial will be sent to Trojan Event Services, Central Purchasing and Risk Management. Further distribution is the responsibility of the event planner.