

**Event Management Plan for
Undergraduate and Graduate Student Organization
On-Campus Events with Alcohol Service**

The Event Management Plan form must be fully completed and approved five (5) business days before the event date.

Santa Clara University believes that the primary purpose of student organization sponsored events with alcohol service is to socialize, not to become intoxicated. University Dining Services or other designated licensed agent of the University will be responsible for all sale, service, and distribution service of alcohol.

The following guidelines shall be used for student organization sponsored events with alcohol service:

- University Dining Services is the only authorized campus provider, purchaser, and server of alcohol for student organization sponsored events unless under rare exception. The exception must be reviewed and approved by the Vice Provost for Student Life.
- Four (4) hours is the maximum length of an event.
- Alcohol service will end no later than 30 minutes prior to the scheduled event end time.
- It is the responsibility of University Dining Services, Campus Safety Services, or designated licensed agent to check for proper identification (two forms) and to use employees that are TIPS trained (Training for Intervention Procedures by Servers) or similarly trained.
- The two (2) forms of identification are typically the student's SCU ID credential (physical Access Card or Access Credential on a smart phone) and a valid legal ID card that states the student's date of birth (such as a driver's license, state ID card, or passport).
- It is the responsibility of the hosting student organization to provide wristbands or similar technique to identify those of legal drinking age. If using another technique, that technique must be approved in advance by Campus Safety Services.
- Only beer and wine may be present at the event. No other forms of alcohol is permitted.
- The amount of beer and wine made available is based on the length of the event and the number of people in attendance; the amount of beer and wine is calculated using the rate of one drink per person per hour. University Dining Services decides on the amount of alcohol to be made available at the event.
- Drink tickets shall be allocated on the basis of "one drink per person per hour" and distributed only upon entry into the event. Additional tickets will not be available once a student receives their allotment.
- Alcohol shall not be sold at a discounted price or as part of drink specials.
- Beer and wine shall be served only in the glassware or cups provided by University Dining Services or designated licensed agent. No pitcher, bottle service, or other means are allowed.
- Any requests to serve donated beer and wine shall be reviewed and approved by University Dining Services and, as appropriate, by the Development Office. If approved, University Dining Services is the donation recipient, not the hosting student organization.
- Alcohol may not be the primary focus of the event and may not be used as an inducement to participate in the event.
- Advertising for the event may not portray symbols of alcohol or alcohol consumption, may not include any form of excessive alcohol consumption (i.e. drinking contests or competition), and

may not emphasize frequency or quantity of alcohol consumption.

- Advertising for the event will also state that “two forms of identification will be required” or similar verbiage).

Student event organizers and volunteers for this event will serve as hosts at the event.

- The university department that advises the hosting student organization will meet with the event organizers and volunteers for this event to review how to be responsible event hosts.
- The event organizers will represent the hosting student organization at all times during the event and proactively comply with and enforce the terms of the university’s Alcoholic Beverage Policy and this Event Management Plan.
- Event organizers and volunteers may not consume alcohol before or during the event.
- The role and duties of each event organizer and volunteer are to be determined by the primary event organizer and the student organization’s advisor.

At the start of event planning, the primary event organizer and the advisor of the student organization must sign in the Initial Planning Signatures section below on this page. Once the required information is provided on pages 3-5, the primary event organizer and advisor of the student organization must then sign again in the Final Approval Signatures section on page 6.

Initial Planning Signatures

Primary Event Organizer (Hosting Student Organization) Date

Advisor of Student Organization Date

SECTION I – Host Information

Hosting Student Organization: _____

Full Name of Primary Event Organizer: _____

Cell Phone Number of Primary Event Organizer: _____

Email Address of Primary Event Organizer: _____

SECTION II – Additional Event Organizers & Volunteers

Full Names of Additional Event Organizers: _____

Full Names of Event Volunteers: _____

SECTION III – Event Information

Event Name: _____

Location: _____

Date: _____ Start Time: _____ End Time: _____

SECTION IV – Budget Information

Please complete the budget line items below (if helpful, attach a separate budget spreadsheet):

\$ _____	Venue
\$ _____	Food and drink (non-alcohol)
\$ _____	Drink (alcohol)
\$ _____	Food service/labor (servers, bartenders, etc)
\$ _____	Entertainment
\$ _____	Decorations
\$ _____	Security
\$ _____	Misc
\$ _____	TOTAL

SECTION V – Facility Manager

Full Name of Facility Manager: _____

Phone Number of Facility Manager: _____

Email Address of Facility Manager: _____

SECTION VI – Food Service Provider

NOTE: University Dining Services must approve the use of another food service provider or designated licensed agent; student organizations are not permitted to make this decision on their own.

Food Service Provider (circle one): Bon Appetit Other: _____

Full Name of Food Service Provider Contact: _____

Phone Number of Food Service Provider Contact: _____

Email Address of Food Service Provider Contact: _____

SECTION VII – Food and Beverage Order Summary

Please attach a copy of the food and beverage order for this event. Submit updated versions if the order is modified after this form is already signed and submitted for approval.

Section VIII – Food Service Summary

The following information must be confirmed by the Food Service Provider listed above:

of Food Servers = _____

of Bartenders = _____

of ID Checkers = _____

SECTION IX – Security and Crowd Management

NOTE: Campus Safety Services must be consulted for the details required in this section.

Describe the security to be used for this event: _____

Describe the crowd management plan: _____

Describe all points of entry and exit: _____

SECTION X – Final Approval Signatures

For the signatures below, it is recommended that the signatures be obtained in the order listed below. Once all signatures are obtained, it is the responsibility of the advisor of the student organization to make sure each person who signs receives a copy of the fully signed document.

Facility Manager Date

Food Service Provider Date

Campus Safety Services Date

Primary Event Organizer (Hosting Student Organization) Date

Advisor of Student Organization Date

Vice Provost for Student Life or Designee Date

Revised 9-17-24