



APSC SOL and Orientation Event Proposal Form

Please fill out the following form for all orientation events and any event requesting a Special Occasion License (SOL). Submit completed form for approval to either the Associate Dean, Education & Professional Development, or to your head or designate for all department events.

Full instructions can be found here (click here).

EVENT OVERVIEW

Organizing Group:	Date:
Primary Contact:	
Email:	Phone Number:

PLEASE CHECK ALL THAT APPLY:

This is a(n):

APSC Orientation Event Request Special Occasion License Request

EVENT

*Please attach a spreadsheet or calendar for multiple requests

Event Name:

Event Description and Goals:

Locations(s):

Date(s) – Start Date: End Date:

Time – Start Time: End Time:

Estimated student attendance: Ratio of student leaders to attendees:



Engineering

SCHOLARSHIP

Do you have or anticipate receiving sponsorship? Yes No

If so, please list:

*Have you read the [AMS Sponsorship Guidelines](#)?

SAFETY PLAN

Briefly outline your safety protocol and procedures:

CLEANING

Describe arrangements for cleaning of space after the event:

Note: a cleaning deposit may be required by Custodial Services. If so, have you made arrangements?

INCLUSIVITY & ACCESSIBILITY

Please describe how you have planned for the following, if applicable:

Training/Preparation of leaders:

What is the protocol if someone feels unsafe or uncomfortable with certain activities, incidents or events?



Engineering

SPECIAL OCCASION LICENSE (SOL)

In addition to the above, for any events that are requesting an SOL to serve liquor, please fill out the below questions and have your Serving it Right designate sign the affidavit:

Information of Serving it Right licensee certificate holder, and the person responsible for supervising alcohol distribution):

Name:	Email:
Phone Number:	University Affiliation:
Name:	Email:
Phone Number:	University Affiliation:

Information of any additional licensed server(s) of alcohol:

Name:	University Affiliation:
Name:	University Affiliation:

Describe the plan for promotion of a designated driver program:

Describe procedures to ensure those who are underage will not be admitted to any portion of the event where alcohol is served, or have access to alcohol:



Engineering

How will you address/ameliorate the exclusion of students who are unable to participate due to being underage or otherwise excluded due to the serving of alcohol:

Describe the provisions for serving of food and non-alcoholic beverages:

Describe the procedures for ensuring that drinks are provided at a rate not exceeding one per person per hour:

Describe the arrangements for security (include names of any individuals in your organization designated to be on security duty, if applicable):



Engineering

Serving it Right Affidavit for an Event where Alcohol will be Served:

As the holder of the *Serving it Right* licensee certificate for the event described below, I hereby agree to the following:

1. I will not partake of any alcoholic beverages at the event
2. I will personally control and supervise the dispensing of alcohol
3. The quantity and form of the alcoholic beverages at the event will be in compliance with the terms of the license
4. A valid mechanism will be in place to control the rate of consumption of alcohol (as described above)
5. The additional information above is true and accurate

<p><i>Serving it Right Licensee</i> Signature: _____ Date: _____</p> <p>Organizer's Signature: _____ Date: _____</p>
<p>Faculty/Department Approval:</p> <p>Associate Dean or Department Head/Director: _____</p> <p>Signature: _____ Date: _____</p>
<p>Building/Room Administrator Approval (for SOL's only):</p> <p>Building and room number/location(s): _____</p> <p>Name of Administrator: _____</p> <p>Signature: _____ Date: _____</p>