



- **Alcohol service company** | A university-approved alcohol service company must be used. The names and telephone numbers can be obtained by contacting [ASU Insurance Services](#) at 480-965-1851.
- **Beverages to be served** | For alcoholic beverages, give each category amount, such as 10 cases of beer, 10 liters of wine, etc. Also include the quantity for non-alcoholic drinks that will be served.
- **Checking identification** | If the alcohol server does not employ the person checking photo ID cards, someone sponsoring the event must check IDs. Please list the name of the individual.
- **Contact** | The person who can answer any questions that may arise and how to best reach that individual. A fax number is necessary for the return of the approved form.
- **Event by invitation** | By invitation as opposed to walk up or open to the public event.
- **Food service** | Name the food service contractor and the date the arrangements were made, if applicable.
- **Name and date of the event** | The exact location is required, such as the department office, conference room, courtyard, Memorial Union, Old Main, etc. Beginning and ending times are necessary. The nature of the event is an explanation of the purpose of the event.
- **Purchasing alcohol** | The company serving alcohol cannot be the entity purchasing the alcohol.
- **Required approval** | Read the statement the dean or director will be signing. [PUR-202](#) lists authorized signers. If the event is held in the Memorial Union, you must have an MU-approved signature.
- **Routing** | Fax the permit to ASU Insurance Services at 480-727-9055 or hand deliver. Please allow 14 calendar days for approval. ASU Insurance Services will review to approve. If all requirements are met, the Chief of Police or a designee of the Police Department will approve and fax the permit to the requesting department or individual.
- **Sponsor** | The Individual, organization, department, college, Memorial Union, etc. sponsoring the event. A signature and date of when the application was prepared must be provided.

The approved two-page alcohol permit must be posted on-site where alcohol is served.