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. Review the expectations before submitting this form.

All student organizations must complete this form with all necessary documents at least two weeks prior to your event. A copy must be available for inspection at all times at the site of the event. Completion of this form does not guarantee approval. Campus Activities will contact you to verify alcohol clearance.

Please complete all sections, including required signatures, before uploading this form to cateringapprovals.usc.edu.

**Organization**

Name of sponsoring Organization/Department: __________________________

Name of individual responsible for the event: __________________________

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)

Please visit 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.