MIT ALCOHOL PROPOSAL FORM
for Events Sponsored by MIT STUDENTS AND STUDENT GROUPS

Students and student groups must submit an alcohol proposal to obtain approval to serve alcohol. This form has been created to aid in developing a proposal, however, groups may attach additional sheets of paper or submit a letter with the relevant information in its place. Once completed, proposals should be attached to an “Event Registration Form” and submitted to SLP. In addition, the Event Host must read and sign an “Alcohol Guidelines Form.” If alcohol will be served at your event, please allow an extra week of planning time to obtain the proper approvals.

1. The purpose of the event is

_________________________________________________________________________

_________________________________________________________________________

2. The event will be (check one): __ 21+ ONLY __ All Ages (estimated percentage of 21+ attendees is ___ %)

3. At this event, the alcohol will be purchased and served by... (select option A or B)
   ___ A. ...a third party vendor cash bar (this option is required for events of 50 or more people)
   ___ B. ...MIT individuals (minimum ratio of purchasers/servers to guests will be as follows: one for 1-25 guests, two for 26-49). No Institute Funds will be used; funds to purchase the alcohol will be provided by the purchasers/servers listed below. The names and ages of these individuals, each of whom has a valid form of identification, are:
   1. Name: ____________________________  Age: ____________________________
   2. Name: ____________________________  Age: ____________________________

4. At this event, the following procedures will be used to ensure the event complies with MIT policy and State laws regarding issues such as attendance, id checking, serving protocols, etc. (in addition to those agreed to by my signing the “Alcohol Guidelines Form”):

_________________________________________________________________________

_________________________________________________________________________

5. At this event, the following procedures will be used to monitor that guests are drinking responsibly and to monitor guest safety as they leave the event (in addition to those agreed to by my signing the “Alcohol Guidelines Form”):

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

"By signing below, I confirm that the above information is correct, and that the details outlined in this proposal will be used throughout my event."

Signature of Event Host: ____________________________  Date: ______ / ______ / ______

An SLP officer’s approval of this Proposal is indicated in Step 3 of the “Event Registration Form.”