

SAMPLE ALCOHOL SERVICE PERMISSION

To: Mr. Clarke Stroud
University Vice President for Student Affairs and Dean of Students

From: Mr. John Smith
Campus Activities Board Chair, HSC Student Government Association

Date: November 7, 2016

Subject: Request permission for alcohol service at Student Government Association event

The HSC Student Government Association is sponsoring a **Sooner Social Hour** at the David L. Boren Student Union, Room 172, on **November 22, 2016 from 4 p.m. to 6 p.m.** We would like your permission to serve 3.2% beer at this function. The beer will be purchased from HSC Food Services. Upon your approval, we will reserve the OUHSC Police Department from 4 p.m. to 6 p.m. to monitor the event. Our adviser, Mary Boomer, will be present at the event as well (271-5555 ext. 55555). Ms. Boomer's on-site phone number for the event will be her cell phone, (405) 555-5555. HSC Food Services will also be on site to check for correct identification. Thank you for your consideration.

CC: Ms. Kate Stanton, Assistant Vice President, HSC Student Affairs