

SAMPLE ALCOHOL SERVICE PERMISSION

To: Ms. Kate Stanton
Assistant Vice President for Student Affairs

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

Date: April 2, 2019

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, 2019 from 4 p.m. to 6 p.m.** We would like your permission to serve beer and/or wine at this function. The beer will be purchased from (licensed caterer with permit to service alcohol). Upon your approval, we will reserve the OUHSC Police Department from 4 p.m. to 6:30 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: Shelley Medrano, Office Manager for HSC Student Affairs