

Examples of University Event Planning Scenarios

1. A Divisional Director is planning an end-of year barbecue for staff members and their families.

In most cases, campus alcohol beverage regulations would not apply and the Director does not need to take any special actions. The Director should, however, be clear that 1) attendance is not required 2) the Minimum Legal Drinking Age is complied with and that 3) adequate quantities of food and non-alcohol beverages are provided.

2. The Wisconsin Union is hosting a dinner for alumni donors. Union Directorate members below the minimum legal drinking age are expected to attend.

Given the description of the event, it sounds as though more than two-thirds of the attendees will be of the Minimum Legal Drinking Age. That means that, if the purpose of the event supports it, alcohol beverages could appropriately be served. The Wisconsin Union catering staff will routinely follow procedures, such as the use of marked name badges and checking of photo ID to ensure compliance with the minimum legal drinking age.

3. The Chancellor is hosting a reception at Olin House for undergraduate student leaders.

Because this event will primarily be attended by undergraduates, under the University of Wisconsin Alcohol Policy Philosophy statements, alcohol beverages would not be appropriate.

4. A student organization is hoping to have a welcome party for new members.

The organization would need to consider who the attendees to this welcome party are likely to be. If they are primarily undergraduates, then alcohol beverages would not be appropriate. If more than 2/3 of the expected attendees are likely to be over the minimum drinking age, then alcohol beverages may be served. Student segregated fees, however, must not be used to fund alcohol. The group could have its event at a location where alcohol service would be provided by a hotel, restaurant, caterer, or other venue with an appropriate license. An Alcohol Beverage Service Permits can only be issued to a student organization for events hosted by and for graduate and professional students. Such events may only be attended by graduate and professional students and should be considered closed to other community members including undergraduates, faculty and staff.

5. A faculty member is cooking dinner for his graduate students and their partners at his home and has purchased a bottle of wine.

In most cases, campus alcohol beverage regulations would not apply and the faculty member does not need to take any special actions. The faculty should, however, be clear that 1) attendance is not required 2) all attendees comply with the Minimum Legal Drinking Age 3) adequate quantities of food and non-alcohol beverages are

provided. Alcohol should not be served at a similar event primarily planned for undergraduate students.

6. An academic department is planning a wine and cheese reception after a presentation from a distinguished lecturer. The reception is scheduled to be held in an academic building.

The department should consider how serving alcohol beverages supports their mission and values when planning the reception. Alcohol beverages should only be served if more than 2/3 of the anticipated attendees are expected to be of the Minimum Legal Drinking Age. The department should consider contracting with the Division of University Housing or the Wisconsin Union to provide refreshments. If the department chooses to provide the refreshments, it must obtain an Alcohol Beverage Service Permit and comply with the requirements. A member of the department must complete responsible employee training and agree to serve in this role. One responsible employee is required for the first 50 attendees and each additional 25 attendees. The permit must be signed by an authorized university official. Events over 150 attendees require special approval from UW Police Department and the Vice Chancellor for Finance and Administration.