REQUEST FOR SERVICE OF
ALCOHOL OR CEREAL MALT BEVERAGES
WICHITA STATE UNIVERSITY

DATE OF EVENT__________________________________________________________

TIME OF EVENT__________________________________________________________

LOCATION OF EVENT______________________________________________________

HOST OF EVENT___________________________________________________________

DESCRIBE EVENT__________________________________________________________

__________________________________________________________________________

BEVERAGES* YOU INTEND TO SERVE__________________________________________

__________________________________________________________________________

ANTICIPATED NUMBER OF GUESTS____________________________________________

WHO WILL BE SERVING BEVERAGES___________________________________________

__________________________________________________________________________

WILL FOOD** AND/OR NON-ALCOHOLIC BEVERAGES BE SERVED?__________________

CONTACT PERSON_________________________________________________________

ADDRESS______________________________________________________________

CITY ____________________________________ ST _________ ZIP ________________

PHONE NUMBER_________________________ FAX NUMBER_____________________

DATE OF REQUEST________________________________________________________

PLEASE TYPE OR PRINT WHEN COMPLETING THIS FORM AND SEND TO:
DAVID H. MOSES, GENERAL COUNSEL, WICHITA STATE UNIVERSITY, 1845
FAIRMOUNT, WICHITA, KS 67260-0205

*Cereal malt beverages may be served at campus group events. Alcohol, liquor or wine may be served only in
specified non-classroom areas at luncheons, dinners, or receptions that occur in connection with official university
events and/or fund-raising activities for university programs. See Section 11.07 of the WSU Policies & Procedures
Manual.

**See Section 20.16 of the WSU Policies & Procedures Manual regarding the service of food on campus.