Alcohol Beverage Service Permit Checklist

- One responsible employee for the first 50 attendees. One additional responsible employee for each additional 25 attendees.
- Less than 150 planned attendees.
- Food and non-alcohol beverages available.
- Appropriate size clear plastic cups available, 8 oz. for serving wine. Beer served in individual cans or bottles no larger than 12 oz.; No other alcohol beverages will be offered.
- Responsible Employee(s) available:
  - Employee with a faculty, limited, academic staff or university staff appointment who is age 21 or over (or a graduate or professional student over age 21 for events hosted by and for graduate and professional students)
  - Completed Responsible Employee Training
  - Signs Alcohol Beverage Service Permit
  - Agrees to perform responsible employee duties including to:
    - Remain present at all times during the event
    - Ensure the conditions of the permit are followed
    - Ensure intoxicated individuals do not consume alcohol
    - Prevent consumption by individuals below the Minimum Legal Drinking Age (MLDA)
    - Maintain control of the alcohol beverages at all times and secure them at the conclusion of the event.
  - Agrees not to consume alcohol during event
- Procedures in place to prevent consumption of alcohol beverages by persons below the MLDA
  - All attendees are above the MLDA, or
  - ID checked for all attendees below are 30 and wristbands/name tags used to indicate age.
- UW-Madison Alcohol Beverage Responsibility Sign displayed
- Alcohol Beverage Service Permit signed by Authorized University Official