

# How to Register an Event with Alcohol!



## Step One- Complete the paperwork

▪ On Campus/Date Dashes: [Event with Alcohol Registration](#)

- Weekenders: [Weekend Event with Alcohol Form](#)
- Also found at [greek.arizona.edu/fspforms](http://greek.arizona.edu/fspforms)



## Step Two- Print out that paperwork and get it signed by your social chair, president, and advisor. Gather additional documents. Turn it all in to FSP.

▪ Any Event with Alcohol must have the HARD COPY paperwork submitted **10 business days in advance by noon.** For on campus events, turning it in early will help your event get staffed by UAPD. We do not request UAPD to work your event until this paperwork is received because it includes all the required signatures.

▪ The paperwork submission folder hangs in the FSP Office, on the fourth floor of the student union) and is iridescent.



## Step Three- Sign up for your pre meet the business day before your event and your post event meeting the business day after your event at <https://calendly.com/ArizonaEWA>



## Step Four - Attend your Pre-meeting. Bring your finalized guest list.



## Step Five- Have your fun and safe event.



## Step Six- Attend your Post-meeting. Bring your signed guest list and EWA checklist.



## Step Seven- *If you had UAPD*, pay the invoice sent to your chapter.

QUESTIONS? CONTACT [ARIZONAewa@GMAIL.COM](mailto:ARIZONAewa@GMAIL.COM)