

Augusta Webster, MD, Office of Medical Education
Student Organization Sponsored Event and Alcohol Information Registration

All Feinberg School of Medicine student organizations must follow the policies and procedures established by Feinberg School of Medicine and Northwestern University regarding alcohol at sponsored events. In order for our staff to verify each student organization has followed all necessary policies, all student organizations wishing to sponsor an activity that includes alcohol, either on or off campus, must follow the procedures listed below.

1. Complete Event and Alcohol Information Form and submit to AWOME for approval and planning assistance.
2. Once the event is reviewed by AWOME, the student organization leaders will meet with either Jennifer Langland or Dr. Sanguino to review NU policies and submit all contracts, alcohol riders, certificates of insurance and other necessary forms required by Northwestern University and Feinberg School of Medicine policies and guidelines.
3. After all necessary paperwork is submitted and approved by the university, the student organization is free to advertise their event to the students.

Student organizations should allow 5-6 weeks for processing of all paperwork. Room reservations can be made prior to approval, but the final room reservation confirmation will take place after all required paperwork and contracts have been approved.

Student Organization Information

Student Organization _____
President _____
Email _____ Phone _____
Student Coordinating Event (if different from president) _____
Email _____ Phone _____
Advisor _____
Email _____ Phone _____

Event Information

Title/Name of the Event _____
Purpose of event _____
Event Date _____ Event Time _____ Event location _____
Who will be participating in this event? _____
Details of event _____

Details of alcohol request _____

President's Signature _____ **Date** _____
Event Coordinator's Signature _____ **Date** _____