



THE FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

MEMORANDUM

DATE:

TO: Sally McRorie, Dean of the Faculties

FROM: Please include your full name and title

RE: Request to Serve Alcohol

This is to request permission to serve (wine, cocktails, beer, etc.) at our (name of event) to be held on (date and time). This (type of event) will be held at (location). (Catering Service) will be handling the catering. I understand that approval will be granted only if the alcoholic beverages will be served in compliance with the procedures and provisions of the Florida State University Alcohol Policy and in accordance with federal and state laws and local ordinances.