



# Alcohol Event Registration User Guide

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## Introduction

Any student, faculty or staff associated with the university and planning a social activity with alcohol consumption must have an approved Alcohol Event Registration form completed prior to the event date. University social activities are any social related activities on university property or for which university funds or other university resources are used. This document will review the registration process and steps to complete the Alcohol Event Registration form.

## Form Completion

Any student, faculty or staff with an active Andrew ID is able to prepare the Alcohol Event Registration form, which can be found through the Dean of Students [website](#).

### Form Initiation

1. The Preparer launches the Alcohol Event Registration form in an internet browser (Internet Explorer is the preferred browser). The Alcohol Event Registration form number (beginning with 'AER') is generated.

**NOTE:** The Alcohol Event Registration form will time-out after 20 minutes of inactivity, unless the Preparer clicks the **'Save and Complete Later'** button.

2. The Preparer, any student, faculty or staff, begins completion of the form with **Section 1 Form Preparer's Information** and enters their Andrew ID in the **Preparer's Andrew ID** field. Once the Andrew ID is entered, tabbing out of the field will allow the **Preparer's Name** and **Preparer's Email** to be populated automatically.
3. The Preparer enters an active Andrew ID in the **Additional Contact's Andrew ID** field if someone else needs to be notified of this form's process. Once the Preparer tabs out of the field, **Additional Contact's Email** is populated automatically.

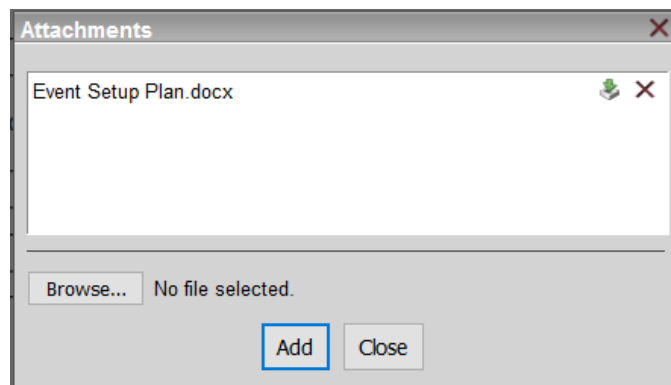
<b>Carnegie Mellon University</b>		<b>Alcohol Event Registration</b> Updated 02.19.2018 Request Number: AER00000027
<b>Purpose of This Form</b>	The Vice President for Student Affairs and Dean of Students is responsible for the registration and approval of all University social activities where alcohol is being served. University social activities are any social activities on University property or for which University funds or other University resources are used. Please review the complete university policy governing social activities with alcohol prior to submitting the registration form. <a href="https://www.cmu.edu/policies/administrative-and-governance/alcohol-policy-governing-social-activities.html">https://www.cmu.edu/policies/administrative-and-governance/alcohol-policy-governing-social-activities.html</a> This form must be submitted to Student Affairs a minimum of 72 hours (3 business days) prior to the event.	
<b>1 Form Preparer's Information</b>		
Preparer's Andrew ID: <input type="text" value="ksajja"/>	Preparer's Name: <input type="text" value="Sajja"/> <input type="text" value="Kumari"/>	
	Last	First
Preparer's Email: <input type="text" value="ksajja@andrew.cmu.edu"/>		
Additional Contact's Andrew ID: <input type="text" value="aprilie"/>	Additional Contact's Email: <input type="text" value="aprilie@andrew.cmu.edu"/>	

4. The Preparer enters data in **Section 2 Event Information** of the form, beginning with **Name of Event** and **Date of Event**. This information will be included in the all of the email notifications that are sent during the form's process.
5. If an event is recurring (all event details must remain the same), the Preparer selects "Y" from **Is this a recurring event?** dropdown and enters the dates for the events in the **Please provide recurring dates for the event** field. The Preparer is encouraged to enter recurring dates in a MM/DD/YYYY

format, separated by a comma, but may also enter descriptive text (example: occurs every Friday of March 2018).

6. The Preparer enters the **Name of Group/Department Sponsoring Event, Location of Event, Start Time, and End Time**. The **Start Time** and **End Time** entries must match the format shown on the form (HH:MM) and indicate "AM" or "PM" within each dropdown menu.
7. The Preparer must enter text in **If room has more than one entrance, please note plans to block access from multiple entries, stairwells, and elevators or attach event setup plan** field. The Preparer has the option to attach additional documentation by clicking the '**Attach Event Setup Plan**' button.
  - a. After clicking the '**Attach event Setup Plan**' button, the Preparer must browse for the document, then click '**Add**' to add the file to the form. When finished, the '**Close**' button will return to the Alcohol Event Registration form.

**Note:** Do not include special characters in the attachment name and do not attach the following file types: .bat, .exe, .com, .pif, .cmd, .js, .vbs, .zip, .dll, .sit.



8. The Preparer enters the **Number of Police Officers** requested if applicable, and must enter the date in the **Date Security requested** field if Police Officers have been requested.

**Note:** the hyperlink above these fields will lead to the university Police website and their event request form.

2 Event Information	
Name of Event: <input type="text" value="Alcohol Registration Form go live Hapy Hour"/>	Date of Event: <input type="text" value="03/02/2018"/> <small>MM/DD/YYYY</small>
Is this a recurring event? <input type="button" value="N"/> Please provide recuring dates for event: <input type="text"/> <small>MM/DD/YYYY</small>	
Name of Group/Department Sponsoring Event: <input type="text" value="Student Affairs"/>	Start Time: <input type="text" value="5:00"/> <input type="button" value="PM"/> <small>HH:MM</small>
Location of Event: <input type="text" value="Rangos 2"/>	End Time: <input type="text" value="6:00"/> <input type="button" value="PM"/> <small>HH:MM</small>
<div>If room has more than one entrance, please note plans to block access from multiple entries, stairwells, and elevators or attach event setup plan: <small>*Event rooms must be private or semi-private to ensure guest safety. Privacy is determined by the ability to control access to the area of the social activity and limit attendance to invited guests only.</small></div> <div><input type="text" value="Room has one entrance"/></div> <div><input type="button" value="Attach Event Setup Plan"/></div>	
University Police personnel are required for all events in the Cohon University Center, any events on campus with undergraduates under 21, and any events on campus with over 100 guests. (The additional expense incurred for Police personnel is the responsibility of the host department/group and must be arranged directly with University Police.) <a href="https://www.cmu.edu/police/index.html">https://www.cmu.edu/police/index.html</a>	
Number of Police Officers requested: <input type="text" value="0"/>	Date Security requested: <input type="text" value="/ /"/> <small>MM/DD/YYYY</small>

9. The Preparer enters **Section 3 Social Hosts Information** of the Alcohol Event Registration form. The Preparer must enter the **Primary Social Host's Andrew ID** which populates **Primary Social Host's Name** and **Email** automatically.

**Note:** Social Hosts are designated personnel who have completed specified training. If an Andrew ID is entered for someone who has not been identified as a designated Social Host, an error message will appear.

10. The Preparer may enter up to four additional Social Host's Andrew IDs. With each Andrew ID, if an authorized Social Host is entered, the corresponding **Name** and **Email** will be populated after tabbing out of the **Additional Social Host's Andrew ID** fields. The Preparer can clear any Social Host's information by clicking the '**Remove Social Host**' button corresponding to the Social Host's data, or clear all entered Social Host information by clicking the '**Remove All Social Hosts**' button.

3 Social Host Information			
Primary Social Host's Andrew ID:	<input type="text" value="aprille"/>	Primary Social Host's Name:	<div>Brosius Last</div> <div>April First</div>
Primary Social Host's Email:	<input type="text" value="aprille@andrew.cmu.edu"/>		
Please provide additional social host information if more than one social host is responsible for this event:			
Additional Social Host's Andrew ID:	<input type="text" value="ryanj"/>	Additional Social Host's Name:	<div>Jackson Last</div> <div>Ryan First</div>
		Additional Social Host's Email:	<input type="text" value="ryanj@andrew.cmu.edu"/>
			<button>Remove Social Host</button>
Additional Social Host's Andrew ID:	<input type="text" value="tb1o"/>	Additional Social Host's Name:	<div>Burner Last</div> <div>Terri First</div>
		Additional Social Host's Email:	<input type="text" value="tb1o@andrew.cmu.edu"/>
			<button>Remove Social Host</button>
Additional Social Host's Andrew ID:	<input type="text" value="ksajja"/>	Additional Social Host's Name:	<div>Sajja Last</div> <div>Kumari First</div>
		Additional Social Host's Email:	<input type="text" value="ksajja@andrew.cmu.edu"/>
			<button>Remove Social Host</button>
Additional Social Host's Andrew ID:	<input type="text"/>	Additional Social Host's Name:	<div> Last</div> <div> First</div>
		Additional Social Host's Email:	<input type="text"/>
			<button>Remove Social Host</button>
<button>Remove All Social Hosts</button>			

11. The Preparer enters **Section 4 Guest Information** of the Alcohol Event Registration form. At least one guest over 21 must be entered for the form to be submitted successfully.

4 Guest Information					
Please provide approximate number of guests in each category:					
Guests Over 21:	Graduate: <input type="text" value="0"/>	Undergraduate: <input type="text" value="0"/>	Faculty / Staff: <input type="text" value="200"/>	Alumni: <input type="text" value="0"/>	Non Affiliates: <input type="text" value="0"/>
Guests Under 21:	Graduate: <input type="text" value="0"/>	Undergraduate: <input type="text" value="0"/>	Faculty / Staff: <input type="text" value="0"/>	Alumni: <input type="text" value="0"/>	Non Affiliates: <input type="text" value="0"/>

12. The Preparer enters **Section 5 Alcohol information** of the Alcohol Event Registration form. **Total Amount and Type of Alcohol Being Served** must be entered. The Preparer selects CMU Catering, Social Host or Other Vendor from the dropdown. If Other Vendor is selected then the name of the vendor must be specified in the **If Other** field.
13. The Preparer enters an explanation for the **consumption of alcohol** and **identification of guests**. If applicable, an explanation for transportation should also be entered.

**5 Alcohol Information**

Total Amount and Type of Alcohol Being Served:

Name or Vendor Serving Alcohol at Event:  If Other:

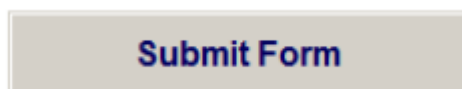
Explain, in detail, how consumption will be limited to one drink per person per hour maximum:

Explain, in detail, how guests under 21 will be identified:

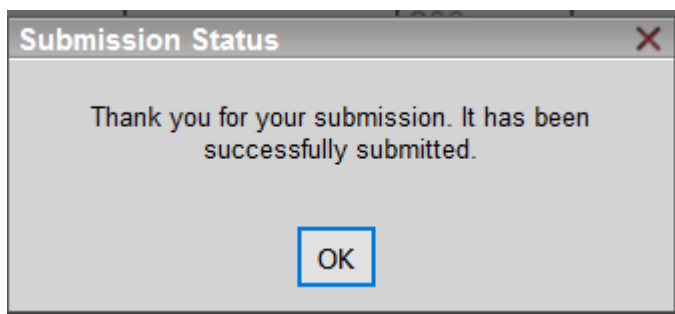
Guest transportation plan (optional):

[Save and Complete Later](#) [Submit Form](#) [Next Page](#)

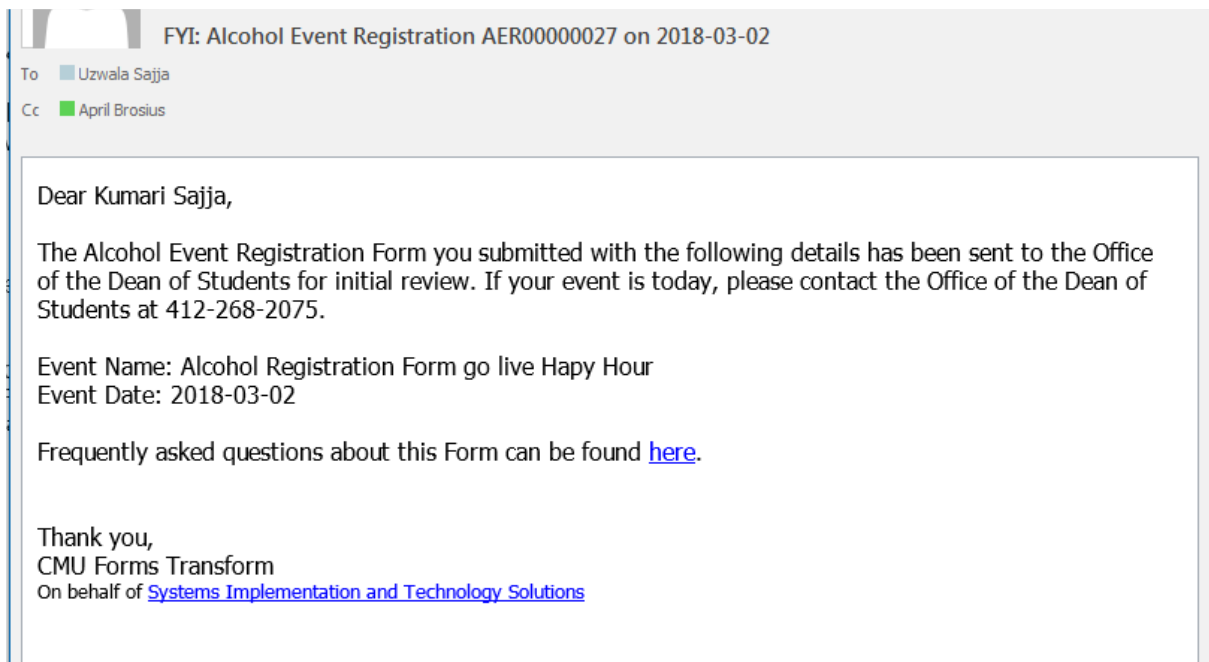
14. Once the information has been entered into five sections of the form, the Preparer must click the **'Submit Form'** button.



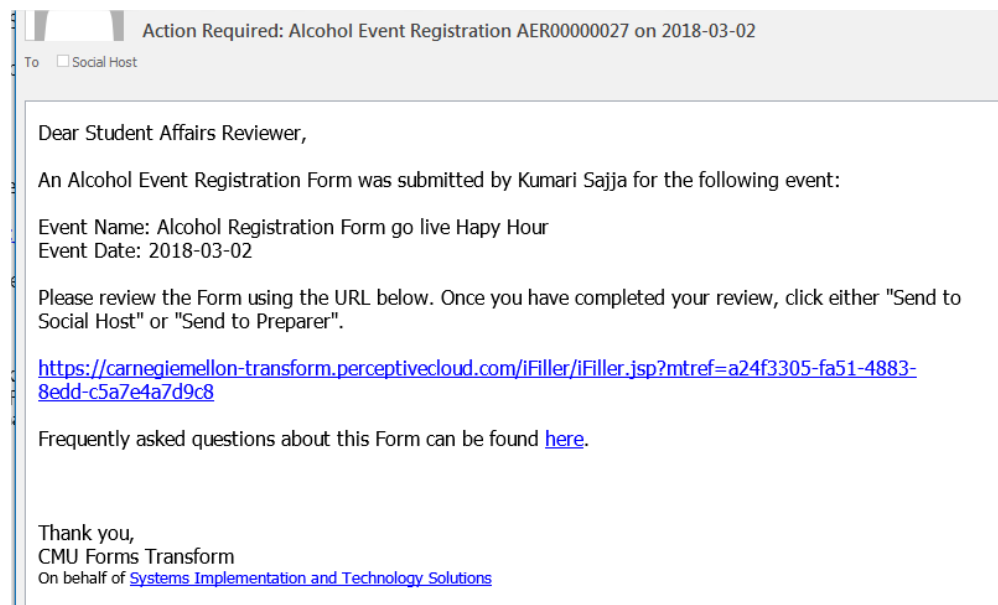
- a. Clicking on this button generates the following message for the Preparer to confirm that the submission was successful:



- b. Clicking on the **'Submit Form'** button also generates the following two email messages:
- The Preparer and additional contact receive the following message with the subject line starting with **'FYI'** to indicate that no action is required of the Preparer.



- ii. Most importantly, the Reviewer receives the following message with the subject line starting with '**Action Required**' to indicate that the Reviewer is expected to perform an action. **This email and the Reviewer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**

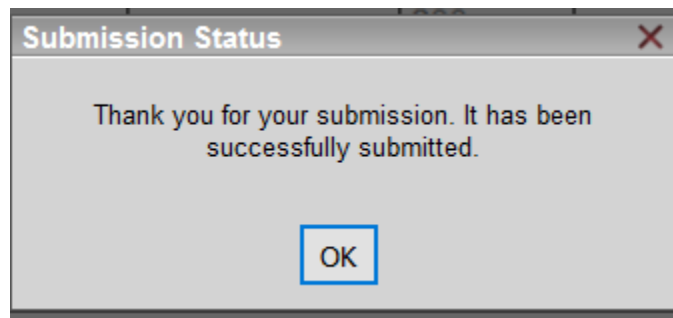


## Saving to Complete Later

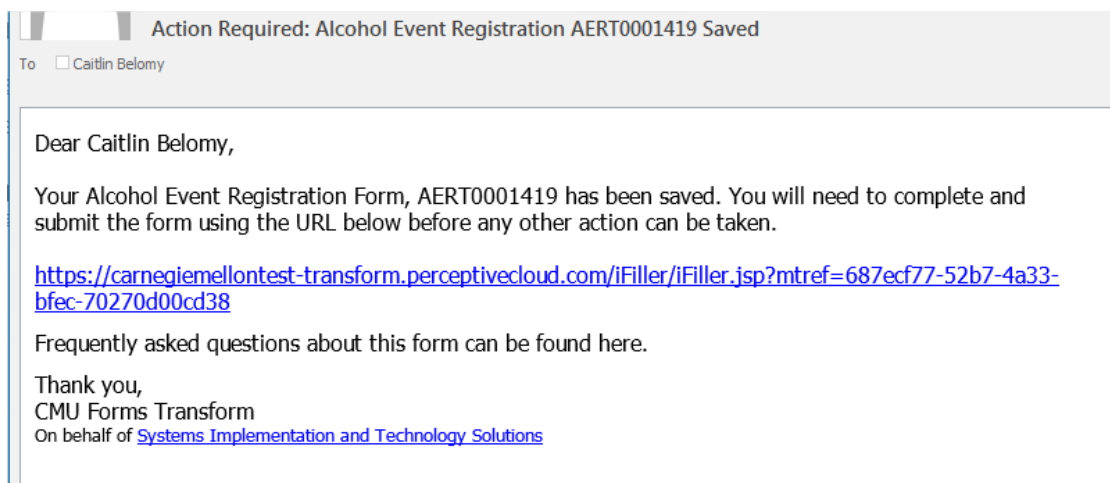
15. Preparers have an option to save the form and complete it later while entering the event details on page one, by clicking the '**Save and Complete Later**' button.



- a. Clicking on this button generates the following message for the Reviewer to confirm that the form has been submitted to the Social Host successfully:



- b. Clicking on this button also generates the following email message:
- i. The Preparer receives the following email message with a subject line starting with **'Action Required'** to indicate that the Preparer is expected to perform an action. **This email and the Primary Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**



**Note:** If the Preparer does not use this new email notification to access the form, the form will not show their progress made thus far.

16. To complete the form the Preparer can click on the URL from the email and continue entry on the form. There is no limit to how many times a Preparer can click **'Save and Complete Later'** on the same form.

## Student Affairs Reviewer Submission

17. The Student Affairs Reviewer receives the email (see above) containing the URL that must be used to review the Alcohol Event Registration form. After clicking on the URL and reviewing the form, the Reviewer enters the **Dean of Students' or Designee's Andrew ID** and tabs out of the field to populate the **Dean of Students' or Designee's Name** field in section 7 of the form.

7 Student Affairs' Approval

Dean of Students' or Designee's Name: 
Date:

Additional notes or comments:

Student Affairs Approve

Reject

Student Affairs' Notes

Preparers, please review this section if the form is returned to you for any notes or action items that are required for resubmission:

Dean of Students' or Designee's Andrew ID:

Send to Preparer

Send to Social Host

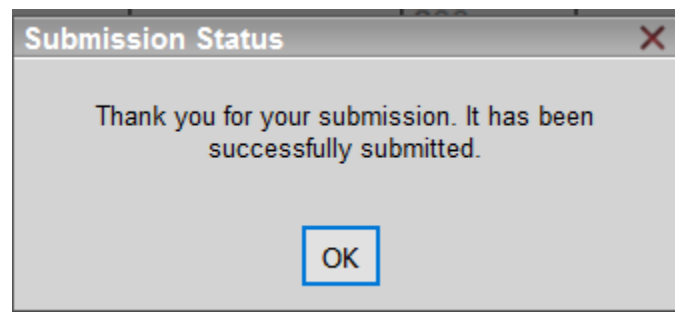
Deny

Previous Page

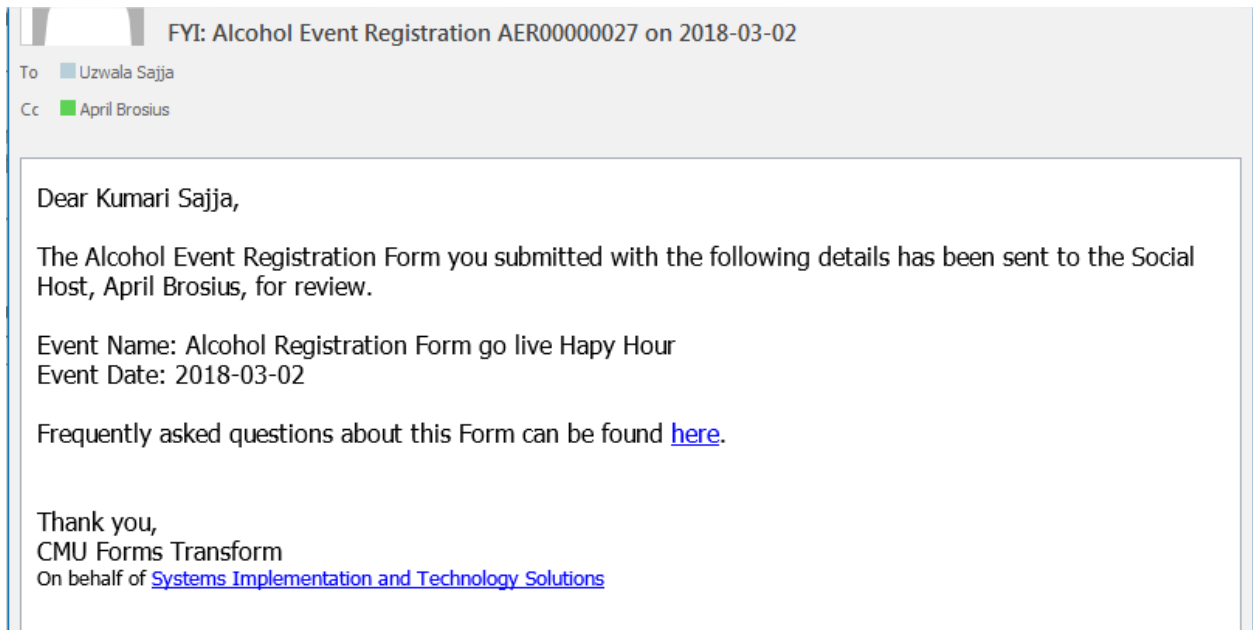
18. The Reviewer can now submit the form to the Primary Social Host by clicking the **'Send to Social Host'** button.

Send to Social Host

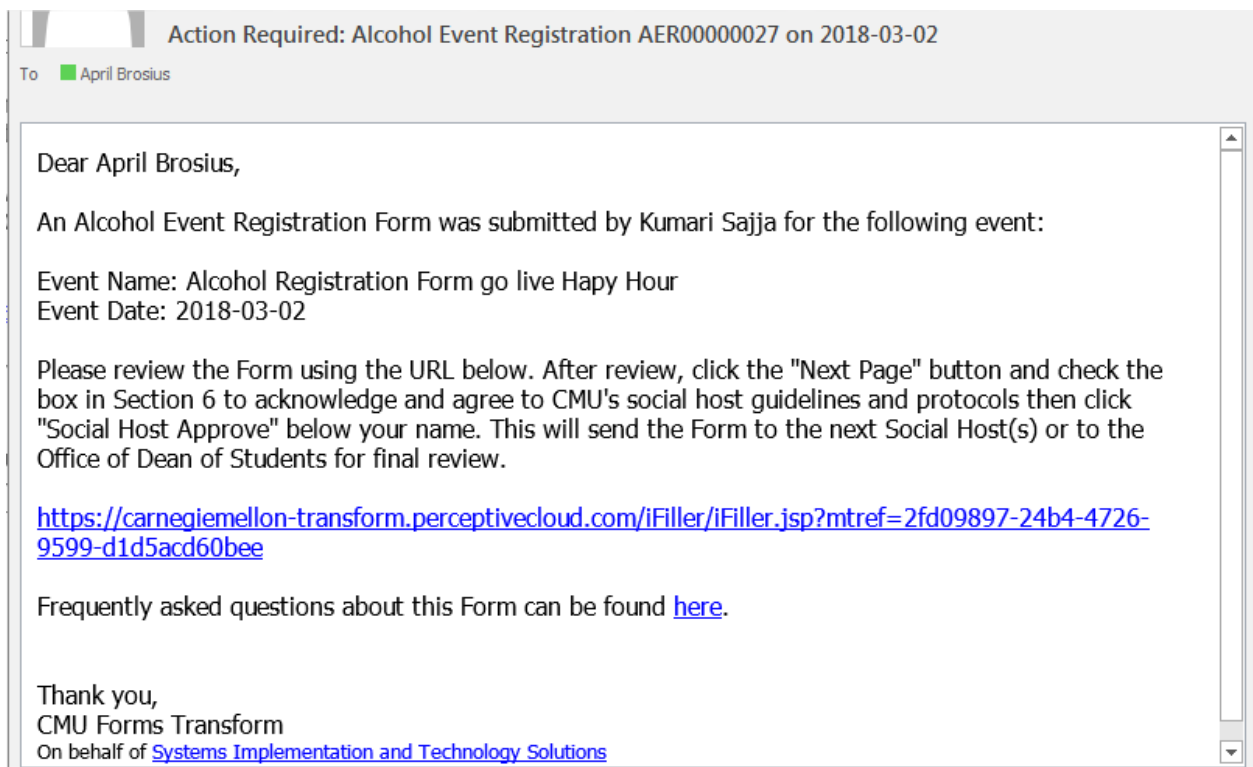
- a. Clicking on this button generates the following message for the Reviewer to confirm that the form has been submitted to the Social Host successfully:



- b. Clicking on the **'Send to Social Host'** button also generates the following two email messages:
- The Preparer and additional contact receive the following message with the subject line starting with **'FYI'** to indicate that no action is required of the Preparer.



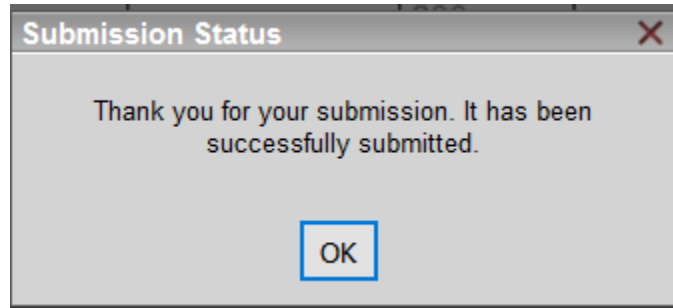
- ii. Most importantly, the Primary Social Host receives the following message with the subject line starting with **'Action Required'** to indicate that the Social Host is expected to perform an action. **This email and the Primary Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**



19. The Reviewer has an option to send the form back to the Preparer if additional information is required by entering notes or action items that are required for resubmission and clicking the **'Send to Preparer'** button.

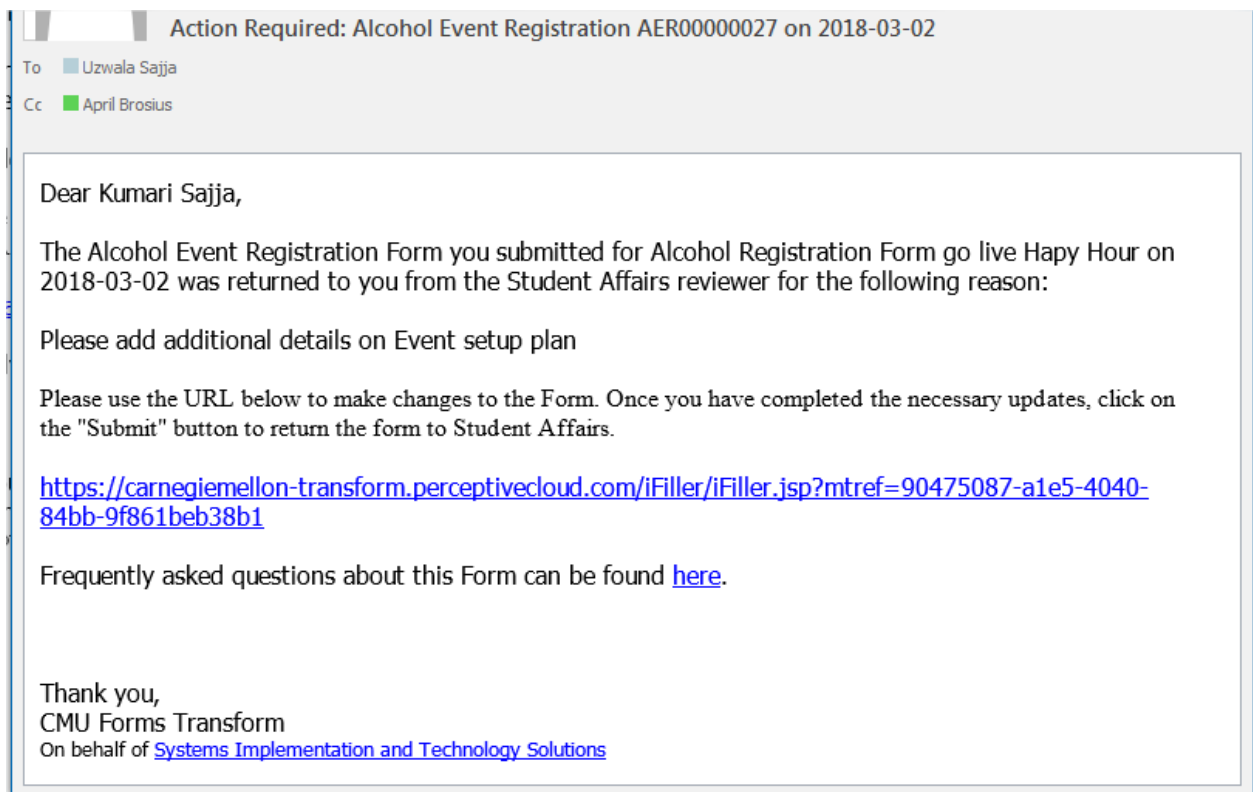
**Send to Preparer**

- a. Clicking on this button generates the following message for the Reviewer to confirm that the action has been submitted to the Social Host successfully:



- b. Clicking on the 'Send to Preparer' button also generates the following email message:

- i. The Preparer and additional contact receive the following message with the subject line starting with 'Action Required' to indicate that Preparer is required to perform action. **This email and the Preparer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**

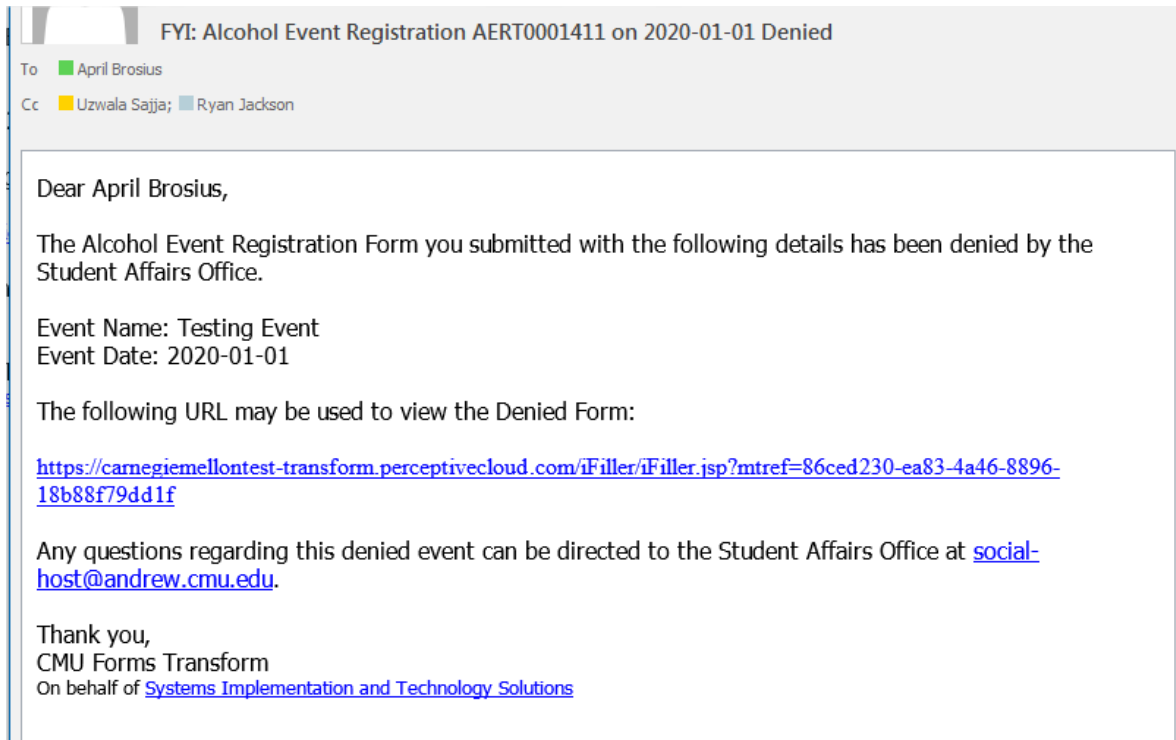


20. The Reviewer has an option to deny the Alcohol Event Registration form as needed. This action can only be done by the Reviewer and notes are required to be entered before clicking the 'Deny' button. Once denied, a form cannot be altered or resubmitted.

Deny

21. Clicking on the 'Deny' button also generates the following email message:

- i. The Preparer, additional contact, and Primary Social Host receive the following message with the subject line starting with **'FYI'** to indicate that no action is required of the Preparer.



## Primary Social Host Submission

22. The Primary Social Host receives the email (see step 16) containing the URL that must be used to acknowledge their Social Host responsibility to continue with the process of the Alcohol Event Registration form.
23. After reviewing the form, the Primary Social Host must indicate their acknowledgement and agreement to their Social Host duties: *"By selecting 'Y', I acknowledge and agree to the following: I have read and understand the university's Alcohol and Drug Policy, including section 3 regarding social host guidelines and protocols. I will attend the event and ensure that alcoholic beverages are served only to individuals who are of legal drinking age (at least 21 years of age) at the event. I have completed the Social Host Responsibility program offered through the Carnegie Mellon university Police Department."*
  - a. Select **'Y'** from the dropdown to continue the process.
  - b. Select **'N'** from the dropdown to send the form back to the Preparer. The reason for selecting **'N'** should be communicated internally between the Primary Social Host and the Preparer.

## 6 Social Host Acknowledgement and Agreement(s)

☐ Y  
☐ N

By selecting "Y", I acknowledge and agree to the following: I have read and understand the University's Alcohol and Drug Policy, including section 3 regarding social host responsibilities and protocols. I will attend the event and ensure that alcoholic beverages are served only to individuals who are of legal drinking age (at least 21 years of age) at the event. I have completed the Social Host Responsibility program offered through the Carnegie Mellon University Police Department.

Social Host's Name: April Brosius

Date: / /

Primary Social Host Approve

24. After acknowledgement, the Primary Social Host clicks '**Primary Social Host Approve**' button to submit the form ('Y' = proceed, 'N' = return to Preparer).

Primary Social Host Approve

- a. Clicking on this button generates the following message for the Primary Social Host to confirm that the action has been submitted successfully. The date of submission is populated automatically in the **Date** field.

Submission Status

Thank you for your submission. It has been successfully submitted.

OK

6 Social Host Acknowledgement and Agreement(s)

By selecting "Y", I acknowledge and agree to the following guidelines and protocols. I will attend the event and ensure that alcoholic beverages are served only to individuals who are of legal drinking age (at least 21 years of age) at the event. I have completed the Social Host Responsibility program offered through the Carnegie Mellon University Police Department.

Social Host's Name: April Brosius

Date: 02/15/2018

Primary Social Host Approve

- b. Indicating 'Y' and clicking on the '**Primary Social Host Approve**' button also generates the following email message:
- i. The Preparer and additional contact receives the following message with the subject line starting with '**FYI**' to indicate that no action is required of the Preparer.

FYI: Alcohol Event Registration AER00000027 on 2018-03-02

To: Uzuala Sajja

Cc: April Brosius

Dear Kumari Sajja,

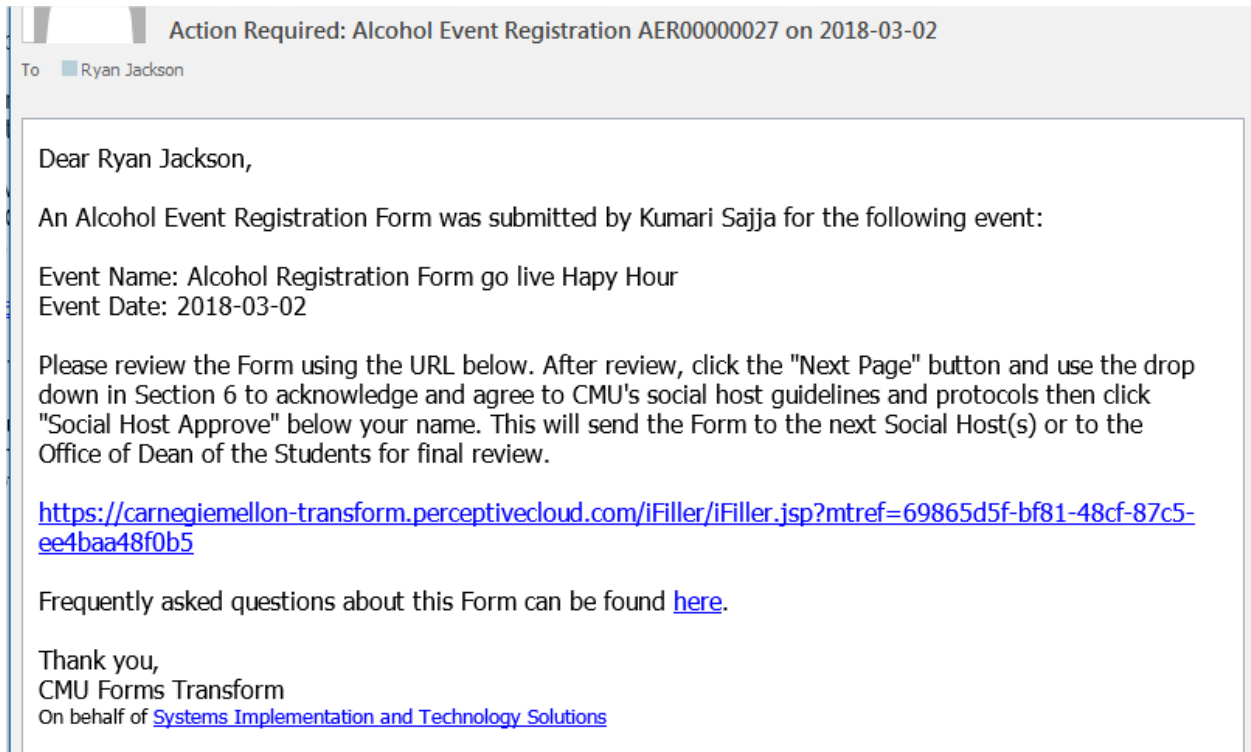
The Alcohol Event Registration Form you submitted with the following details has been sent to the Social Host, Ryan Jackson, for review.

Event Name: Alcohol Registration Form go live Hapy Hour  
Event Date: 2018-03-02

Frequently asked questions about this Form can be found [here](#).



Thank you,  
CMU Forms Transform  
On behalf of [Systems Implementation and Technology Solutions](#)

- ii. The Additional Social Host receives the following message with the subject line starting with **'Action Required'** to indicate that Additional Social Host is required to perform action. **This email and the Additional Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**



- c. Indicating **'N'** and clicking on the **'Primary Social Host Approve'** button also generates the following email message:
  - i. The Preparer and additional contact receive the following message with the subject line starting with **'Action Required'** to indicate that Preparer is required to perform action. **This email and the Preparer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**

**Action Required: Alcohol Event Registration AER00000027 on 2018-03-02**

To  Uzwala Sajja  
Cc  April Brosius

Dear Kumari Sajja,

The Alcohol Event Registration Form you submitted with the following details has been returned to you. The primary social host, April Brosius, has indicated that he/she does not agree to the social host responsibilities for this event.

Event Name: Alcohol Registration Form go live Hapy Hour  
Event Date: 2018-03-02

Please use the URL below to make changes to the Form. Once you have completed the necessary updates, click on the "Submit" button to return the form to Student Affairs.


<https://carnegiemellon-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=e8c275dc-2919-41b6-a178-78eebee1cb7c>

Frequently asked questions about this Form can be found [here](#).

Thank you,  
CMU Forms Transform  
On behalf of [Systems Implementation and Technology Solutions](#)

## Additional Social Host Submission

25. The Additional Social Host receives the email (see step 20) containing the URL that must be used to acknowledge and continue the process of the Alcohol Event Registration form.
26. After reviewing the form, the Additional Social Host can select 'Y' or 'N' from the dropdown menu to acknowledge and agree to their social hosting duties: By selecting 'Y', I acknowledge and agree to the following: *"I have read and understand the university's Alcohol and Drug Policy, including section 3 regarding social host guidelines and protocols. I will attend the event and ensure that alcoholic beverages are served only to individuals who are of legal drinking age (at least 21 years of age) at the event. I have completed the Social Host Responsibility program offered through the Carnegie Mellon university Police Department."*
  - a. Selecting 'Y' or 'N' from the dropdown will continue the process, however, the reason for selecting 'N' should be communicated internally between the Additional Social Host and the Preparer.

 Selecting "Y", I acknowledge and agree to the following: I have read and understand the University's Alcohol and Drug Policy, including section 3 regarding social host guidelines and protocols. I will attend the event and ensure that alcoholic beverages are served only to individuals who are of legal drinking age (at least 21 years of age) at the event. I have completed the Social Host Responsibility program offered through the Carnegie Mellon University Police Department.

Social Host's Name:  Date:

**Social Host Approve**

27. After acknowledgement, the Social Host clicks '**Social Host Approve**' button to submit the form.

## Social Host Approve

- a. Clicking on this button generates the following message for the Social Host to confirm that the action has been submitted successfully. The date of submission is populated automatically in the **Date** field.

The screenshot shows a web form titled "Social Host Approve". A modal dialog box titled "Submission Status" is open in the center, displaying the message: "Thank you for your submission. It has been successfully submitted." with an "OK" button. In the background, the form includes a "Y" radio button, a text area with a disclaimer about the University's Alcohol and Drug Policy, a "Social Host's Name" field containing "Ryan Jackson", and a "Date" field containing "02/15/2018". The "Social Host Approve" button is visible at the bottom right of the form.

- b. Clicking on the '**Social Host Approve**' button also generates the following email message:
  - i. The Preparer and additional contact receive the following message with the subject line starting with '**FYI**' to indicate that no action is required of the Preparer.

The screenshot shows an email interface. The subject line is "FYI: Alcohol Event Registration AER00000027 on 2018-03-02". The "To" field lists "Uzwala Sajja" and the "Cc" field lists "April Brosius". The email body contains the following text:

Dear Kumari Sajja,

The Alcohol Event Registration Form you submitted with the following details has been sent to the Social Host, Terri Burner, for review.


Event Name: Alcohol Registration Form go live Hapy Hour  
Event Date: 2018-03-02

Frequently asked questions about this Form can be found [here](#).

Thank you,  
CMU Forms Transform  
On behalf of [Systems Implementation and Technology Solutions](#)

- ii. The next Additional Social Host receives the following message with the subject line starting with '**Action Required**' to indicate that Additional Social Host is required to perform action. **This email and the Additional Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**

Action Required: Alcohol Event Registration AER00000027 on 2018-03-02

To  Terri Burner

Dear Terri Burner,

An Alcohol Event Registration Form was submitted by Kumari Sajja for the following event:

Event Name: Alcohol Registration Form go live Hapy Hour  
Event Date: 2018-03-02

Please review the Form using the URL below. After review, click the "Next Page" button and use the drop down in Section 6 to acknowledge and agree to CMU's social host guidelines and protocols then click "Social Host Approve" below your name. This will send the Form to the next Social Host(s) or to the Office of Dean of the Students for final review.

<https://carnegiemellon-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=ca23f08e-bd59-4e57-a76e-72512ee4e55b>

Frequently asked questions about this Form can be found [here](#).

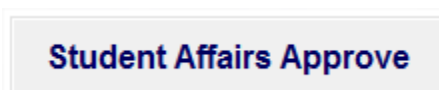
Thank you,  
CMU Forms Transform  
On behalf of [Systems Implementation and Technology Solutions](#)

## Dean of Students (or Designee)

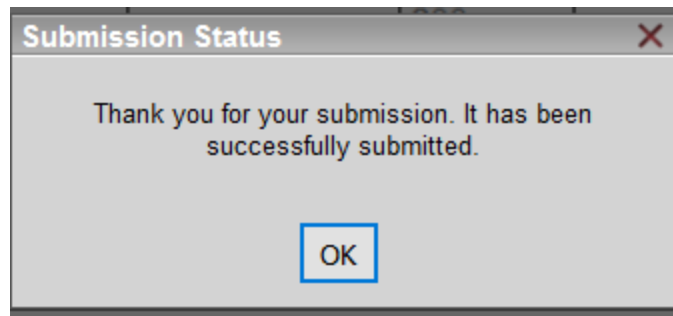
28. The Dean of Students (or Designee, as indicated by the Reviewer) receives the email (see step above) containing the URL that must be used to review and act on **Section 7** of the Alcohol Event Registration form.

<b>7 Student Affairs' Approval</b>	
Dean of Students' or Designee's Name: <input type="text" value="Kumari Sajja"/>	Date: <input type="text" value="//"/>
Additional notes or comments: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<input type="button" value="Student Affairs Approve"/>	<input type="button" value="Reject"/>

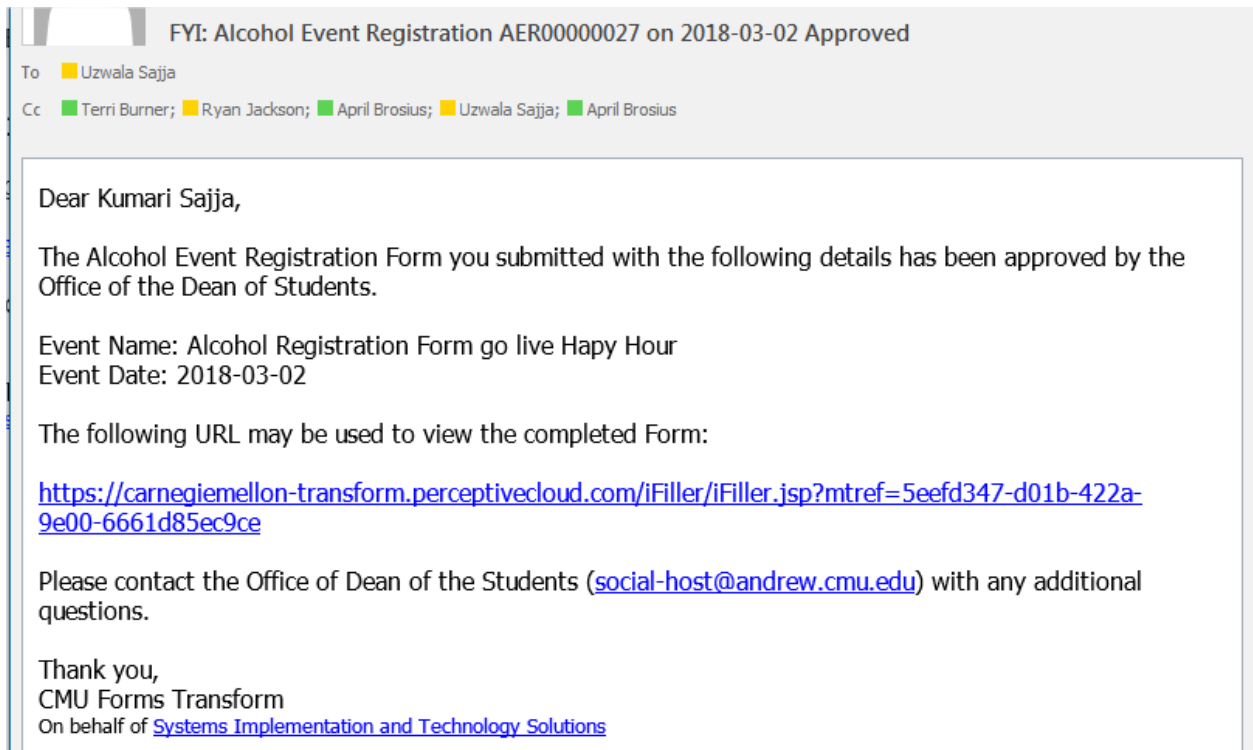
29. The Dean can now approve the form by clicking the '**Student Affairs Approve**' button.



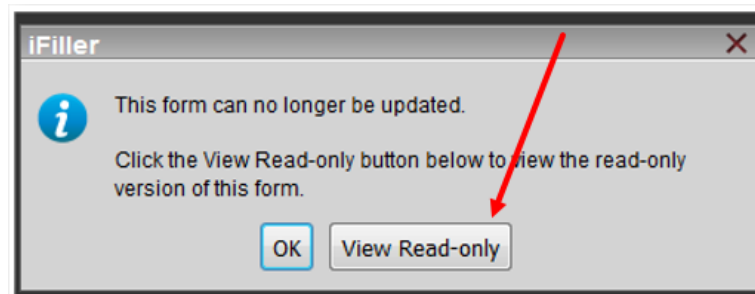
- a. Clicking on this button generates the following message for the Dean to confirm that the action has been submitted successfully:



- b. Clicking on this button also generates the following email message:
- The Preparer, additional contact, Primary Social Host, and all additional Social Hosts receive the following message with the subject line starting with 'FYI' to indicate that no action is required. The form process has ended and a read-only version is available within this email notification.



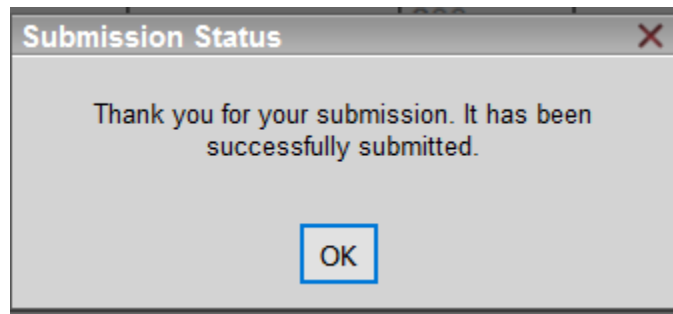
- The read-only version can be accessed by clicking the URL and clicking View Read-only on the resulting prompt.



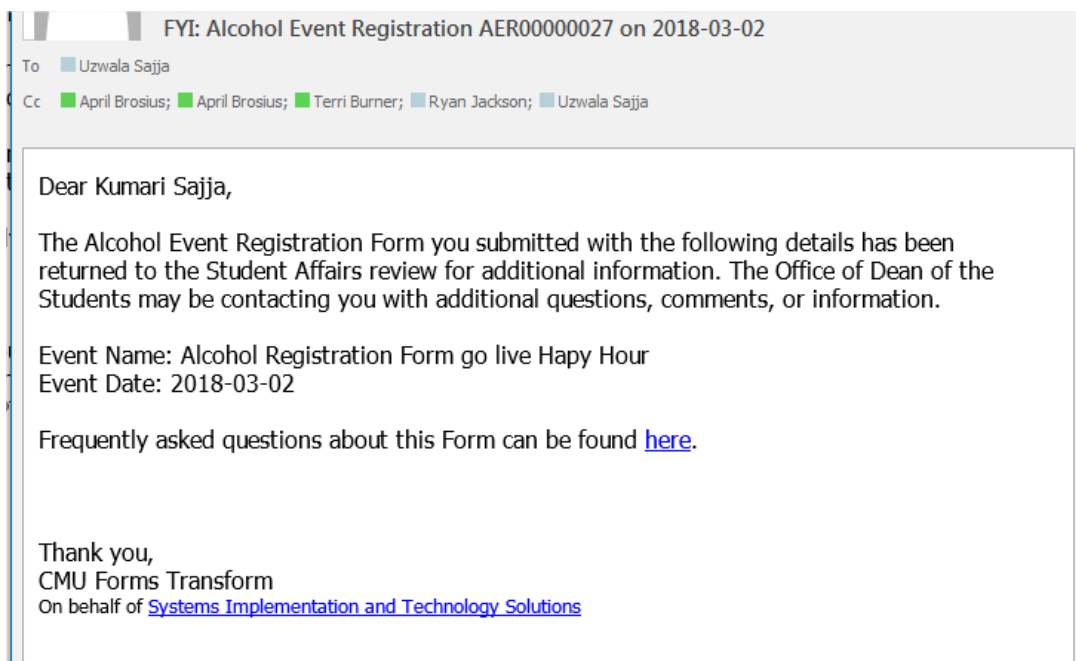
30. The Dean has the option to reject the form, which returns the form to the Reviewer for more information. This action requires notes or questions to be entered in the text box, then clicking the **'Reject'** button.



- a. Clicking on this button generates the following message for the Dean to confirm that the action has been submitted to the Social Host successfully:



- b. Clicking on the **'Reject'** button also generates the following two email messages:
- i. The Preparer, additional contact, Primary Social Host, and Additional Social Host(s) receive the following message with the subject line starting with **'FYI'** to indicate that no action is required.



- ii. The Reviewer receives the following message with the subject line starting with **'Action Required'** to indicate that action must be taken. **This email and the Reviewer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**

Action Required: Alcohol Event Registration AER00000027 on 2018-03-02

To ☐ Social Host

Dear Student Affairs Reviewer,

An Alcohol Event Registration Form was submitted by Kumari Sajja for the following event:

Event Name: Alcohol Registration Form go live Hapy Hour  
Event Date: 2018-03-02

Please review the Form using the URL below. Once you have completed your review, click either "Send to Social Host" or "Send to Preparer".

<https://carnegiemellon-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=a98323a6-af33-4364-ae56-6d9c2eb279eb>

Frequently asked questions about this Form can be found [here](#).

Thank you,  
CMU Forms Transform  
On behalf of [Systems Implementation and Technology Solutions](#)

## Additional References

- Alcohol Policy Governing Social Activities: <https://www.cmu.edu/policies/administrative-and-governance/alcohol-policy-governing-social-activities.html>
- Frequently Asked Questions about this process: <https://www.cmu.edu/student-affairs/dean/social-event/faqs.html>
- Form assistance by phone: 412-268-2075
- Form assistance by email: [social-host@andrew.cmu.edu](mailto:social-host@andrew.cmu.edu)