Preparer
The individual completing the Application for an Alcohol Services Permit.

Event Sponsor
The Sponsoring Organization’s Event Sponsor is an authorized leadership representative of the Sponsoring Organization who assists in coordinating the event, will be present at all times during the event and during the immediate post-event clean-up period and will not consume alcohol during the event.

UNL Facility Administrator
The UNL Facility Administrator is the administrator directly responsible for the facility proposed as the event venue, or that administrator’s designee, and will be present at all times during the event and during the immediate post-event clean-up period and will not consume alcohol during the event.

Below is the primary UNL Facility Administrator(s) for each of the facilities listed on the application. Please note that this list provides a scheduling contact for each facility, and does not necessarily mean that each listed individual will be the Facility Administrator present at each event as it pertains to the Alcohol Permit.

If the building or facility you are wanting to host an event at is not on this list, please contact the Office of the Vice Chancellor for Business & Finance at 402-472-4455 or email vcbfoffice@unl.edu to ensure you have the proper signers listed on your application prior to submitting.

Champions Club: Conrad Casillas, ccasillas2@unl.edu
Gaughan Center- Amy Stewart, astewart2@unl.edu
Great Plains Center: Sarah Giles, sgiles2@unl.edu
Greek Affairs: Ryan Lahne, ryanlahne@unl.edu
International Quilt Museum: Ruth Loberg, ruth.loberg@unl.edu
Lied Center: Steven Pearson, spearson5@unl.edu, or Bethany Blackman, bblackman@unl.edu
State Museum (Morrill Hall): Maya Bullock, mbullock4@unl.edu
Nebraska East Union: Amy Stewart, astewart2@unl.edu
Nebraska Union: Amy Stewart, astewart2@unl.edu
NIC Conference Center: Conrad Casillas, ccasillas2@unl.edu
Schorr Suite: Margaret Jacobs, mjacobs3@unl.edu (This contact is for scheduling purposes only. The Facility Administrator, as it pertains to a specific event for the Alcohol Permit/Application, should be an individual from the Sponsoring Organization)
**Sheldon Art Gallery**: Kaarina Meyer, kaarina.meyer@unl.edu

**Visitors Center**: Rachel McConnell, rachel.mcconnell@unl.edu, Annette Wetzel, awetzel1@unl.edu

**Whittier Research Center**: Lorraine Moon, awetzel1@unl.edu

**Wick Alumni Center**: Conrad Casillas, ccasillas2@unl.edu

**UNL Dean/Director**
The cognizant UNL Dean or Director.

In some known cases, the Dean or Director has a designee approve Alcohol Permits, and those are listed below.

**College of Arts & Sciences**: Patrick Dussault, patrick.dussault@unl.edu

**Fraternity and Sorority Life**: Leigh Thiedman, lthiedeman2@unl.edu

**Sheldon Museum of Arts**: Susan Kriz, susan.kriz@unl.edu

**UNL Chancellor, Vice Chancellor or Designee**
The cognizant UNL Chancellor, Vice Chancellor or Designee.

Below are some areas or buildings with a specific VC or designee listed. If you do not know who this signer should be for your event and it is not listed below, please call the Office of the Vice Chancellor for Business and Finance at 402-472-4455 or email vcboffice@unl.edu to ensure you have the proper signers listed on your application prior to submitting.

**Office of Academic Affairs Designee, including events in academic areas or buildings**: Renee Batman, rbatman2@unl.edu

**Office of Research Designee, events at Whittier Research Center & State Museum (Morrill Hall)**: Becky Zavala, rzavala2@unl.edu

**Office of Student Affairs (Unions, Campus Rec., Housing, Greek Events)**: Dee Dee (Deanna) Anderson, danderson75@unl.edu

**Office of the Chancellor/Chancellor’s Designee and events at Lied Center, Visitor’s Center, Wick Alumni Center, NIC Conference Center, Champions Club, and Quilt Museum**: Josh Davis, jdavis@unl.edu

**UNL Approved Beverage Caterer**
The UNL approved beverage caterer selected for the event.

**Attitude on Food**: nathan@attitudeonfood.com

Last Updated 04/10/2024
Gate 25: brandon@gate25lnk.com

Green Gateau: gateaucatering@yahoo.com

Meier's: wineguys@windstream.net

Misty's: Tammie.falck@mistys-havelock.com

Premier Catering: service@premiercatering.net

Tavern on the Square: matt@tavernonthesquare.com

Venue: chloe@yourvenue.net

*For any edits or corrections to this list, please contact the Office of the Vice Chancellor for Business & Finance at 402-472-4455 or vcboffice@unl.edu.