Preparer

The individual completing the Application for an Alcohol Services Permit.

Sponsoring Organization's 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 alcoholpermit@unl.edu to ensure you have the proper signers listed on your application prior to submitting.

Champions Club: Michael Mahnken, mmahnken@huskeralum.org

Gaughan Center- Amy Stewart, astewart2@unl.edu

Great Plains Center: Dijon DeLaPorte, ddelaporte2@unl.edu

Greek Affairs: Tyre (TJ) McDowell, mcdowell2@unl.edu

International Quilt Museum: Dean Young, dyoung25@unl.edu

Lied Center: Steven Pearson, spearson5@unl.edu, or Bethany Blackman, bblackman@unl.edu

State Museum (Morrill Hall): Larisa Epp, mus-larisa@unl.edu

Nebraska East Union: Amy Stewart, astewart2@unl.edu or Ryan Lahne, ryanlahne@unl.edu

Nebraska Union: Amy Stewart, astewart2@unl.edu or Ryan Lahne, ryanlahne@unl.edu

NIC Conference Center: Conrad Casillas, ccasillas2@unl.edu

Schorr Suite: Richard Edwards, redwards@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: Rachel McConnell, rachel.mcconnell@unl.edu

Visitors Center: Melanie Nunez, melanienunez@unl.edu or Annette Wetzel, awetzel1@unl.edu

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

Wick Alumni Center: Michael Mahnken, mmahnken@huskeralum.org

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: Priscilla Hayden-Roy, phayden-roy1@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 alcoholpermit@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): Laurie Bellows, lbellows1@unl.edu

Office of the Chancellor/Chancellor's Designee and events at Lied Center, Visitor's Center and Quilt Museum: Mike Zeleny, mike.zeleny@unl.edu

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

Last Updated 10/07/2019