

	Category #1	Category #2	Category #3
How will the alcohol be procured?	Purchased from retailer by Event Sponsor or gifted/donated	UNL Approved Licensed Caterer	UNL Approved Licensed Caterer or purchased from retailer by Event Sponsor
Who will be the bartender?	UNL Approved Licensed Caterer*	UNL Approved Licensed Caterer	UNL Approved Licensed Caterer, Dept. Head/Chair, Professor, or Research Project's Principal Investigator
Will food be served?	Yes	Yes	Yes
Required % of attendees over 21 years of age	75%	75%	100%
Approval	Dean/Director, Vice Chancellor of area, and VCBF	Dean/Director, Vice Chancellor of area, and VCBF	Dean/Director, Vice Chancellor of area, and VCBF
Timeline	One week prior to the event	4 weeks prior to the event <i>(One week prior to event if using a licensed location)</i>	4 weeks prior to the start of the term or research project

**In extraordinary circumstances, when an employee of an Approved Caterer is not used, the department chair/head may be used if approved in advance by the Vice Chancellor for Business and Finance.*

