

# Beverage Request Form

Business Student Organizations (BSO) needing beverages for events must fill out a request form **24 hours in advance**. This form will be used to track beverages, guest speaker gifts and parking passes. Complete this form and give it to a desk worker in the Technology Service Center, 473 Davis-Shaughnessy Hall.

**Beverages**            Yes \_\_\_\_\_            No \_\_\_\_\_            Quantity \_\_\_\_\_

**Cups**                Yes \_\_\_\_\_            No \_\_\_\_\_            Quantity \_\_\_\_\_

**Napkins**            Yes \_\_\_\_\_            No \_\_\_\_\_            Quantity \_\_\_\_\_

**Bowl for ice**        Yes \_\_\_\_\_            No \_\_\_\_\_

**Name of BSO:** \_\_\_\_\_

**Name of Person Responsible:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Location of Meeting:** \_\_\_\_\_

**Date Needed:** \_\_\_\_\_ **Time cart will be picked up:** \_\_\_\_\_

**Guest Speaker Gift:**    Yes \_\_\_\_\_            No \_\_\_\_\_            Quantity \_\_\_\_\_

**Parking Pass:**            Yes \_\_\_\_\_            No \_\_\_\_\_            Quantity \_\_\_\_\_

(Each parking pass is good for 1 hour of parking. THERE IS A LIMIT OF THREE (3) PASSES PER EVENT. Any exception to this rule must be approved by contacting Assistant Dean, Rob Boyle, via e-mail at [rob.boyle@slu.edu](mailto:rob.boyle@slu.edu)).

A representative from your BSO must return to 473 Davis-Shaughnessy Hall to prepare and take your beverage cart to your meeting. After your meeting, a representative from your BSO should empty the ice bowl and return the cart to the Club Room (161 Davis-Shaughnessy Hall).

Parking Pass ID Numbers: