

Planning Tips for Events with Food / Alcohol

Department of Integrative Biology

What type of event are you planning?

At UW-Madison, a reception is a gathering of individuals associated with a UW sponsored event that provides the opportunity for interaction in a setting that is not purely social in nature. Unlike a business meeting, a reception may not have a specific agenda or time frame. Like a business meeting the purpose must be related to or promote the mission of the hosting department. We distinguish between "receptions" (which are work-related but predominantly social occasions) and "meetings" (where formal business is conducted).

What are my catering options?

For on campus events, Wisconsin Union Catering and University Housing Catering must be contacted first to see if they are able to cater the event. If neither can cater the event, another caterer may be contacted. This must be documented.

Can I buy non-catered food for an event?

Yes, prepared food items (e.g., pre-packaged box lunches, cheese trays, dessert platters) are allowed by delivery or pickup. As this isn't considered catering service, University catering does not have to be contacted prior to purchase. There is a \$12 per person limit on these receptions. Payment can be made via university issued p-card or with person funds reimbursed through E-reimbursement.

Can I have alcohol at an event?

Yes, though you need to obtain permission in advance which minimally takes 2 weeks. Reimbursement of alcohol expenses can only be paid for from a department's UW Foundation account, so obtain permission from the iBio Chair prior to obtaining permission and incurring expenses. Learn more about alcohol beverage service permits at <https://kb.wisc.edu/lis/22631>.

Campus Guidelines & Policies:

- Receptions: <https://kb.wisc.edu/lis/22617>
- Catering & Food L&S KB: <https://kb.wisc.edu/lis/22629>
- Alcohol Beverages L&S KB: <https://kb.wisc.edu/lis/22631>
- Business Meals Policy: <https://policy.wisc.edu/library/UW-3039>
- Alcohol Permit Application – Michele Gundrum is the Approving Sponsor for L&S applications; please enter michele.gundrum@wisc.edu as the email address for the Approving Sponsor: https://forms.office.com/Pages/ResponsePage.aspx?id=IYOmLNoOCeMlSkJKjLSw-bfqG7cpwoNHix6AGmp2_HRUODhGUEtENEJJSzVBMFiXUUVRU1BMVKNV4u&wdLOR=c9D0D8F7B-EF44-4C51-AC61-B7EB3E6FA387
- Wisconsin Union Catering: <https://union.wisc.edu/host-your-event/catering/>
- University Housing Catering: <https://www.housing.wisc.edu/dining/catering/>

Integrative Biology has a department account with Panera for food / non-alcoholic drinks which you can use for your event.

Have additional questions or need assistance? Contact Julie Lindsey, jlindsey@wisc.edu