

Today's Date: \_\_\_\_\_

### The Office of Campus Events Event Checklist

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Expected Event Attendance: \_\_\_\_\_

Is there Food or Refreshments? Y N Aramark Informed: \_\_\_\_\_

Rooms Requested \_\_\_\_\_

Has the Room Request been submitted: Y N

Event Setup Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audio/Visual Request:

\_\_\_\_\_  
\_\_\_\_\_

. . . . .

### Pandemic Standard Operating Procedures

The contact person for this event will be responsible for ensuring the event abides by these guidelines. If these guidelines are violated the contact person/organization will be held responsible.

- Events will be 50 attendees or less (maybe less depending on room size); how do you plan to adhering to these restrictions? \_\_\_\_\_
- Where are sanitation stations located? \_\_\_\_\_
- Appropriate personal protective equipment (face masks) are required; what plan do you have in place if someone is not wearing their face mask? \_\_\_\_\_
- What PPE other than face masks will the event staff be wearing? \_\_\_\_\_
- We will require events to have a sign-in/sign-out sheet for each event? What procedure will be in place for this mandate? \_\_\_\_\_
- Are you planning to invite any guests to campus? \_\_\_\_\_
- How is the event going to be laid out to encourage social distancing (6 feet apart)?  
\_\_\_\_\_
- Are there any surfaces that will need to be cleaned, before, during or after the event?  
\_\_\_\_\_

Event Approved: \_\_\_\_\_

Date: \_\_\_\_\_



**Event Attendance**

(Please Print Name)

- 1. \_\_\_\_\_
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