PURDUE UNIVERSITY

On Campus Event Safety Checklist and Approval Form for Groups Over 100
Read Full Event Guidelines for Spring 2021 Here
Submit to: eventapproval@purdue.edu

Contact Name	
Contact Email	
Contact Phone	
Event Name	
Hosting Unit	
Location(s)/Venue(s)	
Date(s) of Event	
Event Time(s)	
# of Anticipated Attendees (include justification on why this can't be done with in smaller groups)	

Please provide details on how each of the requirements below will be met. All Purdue employees and event attendees must follow all required federal, state, local and event site health and safety guidelines as well as the Protect Purdue Plan. Attach additional pages if needed.

	Yes	No
Is this event being planned through Purdue Conferences If yes, you are done and can submit the form for approval. If no, please answer the following questions		

Justification for Non-Virtual Event: Please provide a justification of why this event cannot be held virtually.

Purpose of Event: Please provide a brief description of the event, including expected audience (i.e. faculty, staff) and potential speakers (Purdue or external).

Social Distancing (requirement of 6 ft. per person): Please provide information on how social distancing will be maintained during the event. Briefly describe seating arrangements, registration tables, use of face coverings and line spacing as people enter and exit rooms, restroom areas, and other high traffic flow areas. Diagrams are not required, but may be attached if useful to explain.

Cleaning/Sanitation: Please provide information on the cleaning/sanitation protocols during the event, including frequency and who is responsible. Information on the sanitation of interactive elements (computers, A/V equipment, writing utensils, microphones, etc.). Please describe the availability of masks, hand sanitizers and disinfectants for use during the event.

Communication/Signage: Please provide information on how COVID-19 safety procedures will be distributed to event attendees and the signage to be used at the event to provide guidance to attendees.

Staffing: Please provide information regarding daily health screenings. In addition, provide information on who is responsible for cleaning/sanitation. Need to be ensure that Purdue employees who work campus events follow all required federal, state and event site health and safety guidelines as well as the Protect Purdue Plan.

Registration/attendees: Please describe how registration/attendance will be collected, if at all. What will be the procedure if staff or an attendee displays symptoms of COVID-19 during the event?

Food/beverage: Please provide information regarding food and beverage service during the event.

Department/Unit Head Approval:_____

Approved:_____