

COVID-19 Event Approval Form



This form is due a minimum of 2 weeks in advance of the proposed event and is intended for events with food, speakers, vendors and/or events that are marketed to the campus community. Standard meetings of 10 people or less will not require this form. Event capacity cannot exceed 50 attendees.

Today's Date _____

Your Name _____

Email Address _____

Organization _____

Phone Number _____

Title of Event _____

9j YbhiHndY Meeting Conference Prograa Workshop Other: _____

Sponsor. Department Registered Student Organization (RSO) Off-Campus

Participants: Student Faculty/Staff Children Other: _____

Day of Week	Date(s)	Time(s) <small>(start/end)</small>	Number of People	Setup Type	Building/Outdoor Space, Room(s) or Equipment Needs

**Events with multiple locations of up to 50 people per location are all to be listed on this form. Please attach additional notes as needed. Please also note that this form does not confirm space. Space must be arranged with the appropriate facility based on approval of the event.*

Please describe the purpose and audience for your event:

Do you plan on having outside vendors present? Yes No

Will you have food at the event? Yes No

If yes, what type of food will you have? Prepackaged Delivered Caterer

If delivered or catered, please indicate your potential food provider: _____

Please describe the food plans for your event:

During this time, SIU Carbondale is exercising the utmost caution to ensure the health and well-being of our students, faculty, staff and community members. Please answer the following questions as to how you will take precautions to ensure the safety of event participants. Please reference the Restore Illinois Meeting and Social Event Guidelines for assistance by visiting: <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/meetings-and-social-events/>.

Will you require face coverings? *This is a mandatory requirement.* Yes No

Will you ask event attendees if they are exhibiting COVID 19 symptoms? Yes No

Please visit the Restore Illinois Meeting and Event Guidelines Checklist for Wellness Screenings for questions to ask: <https://dceocovid19resources.com/assets/Restore-Illinois/checklists4/AllChecklists.pdf>.

Will there be a videoconferencing or virtual option for high risk attendees? Yes No

Do you have appropriate PPE in place to hold the event? Yes No

PPE refers to personal protective equipment and includes masks, hand sanitizer and social distancing signage.

What other measures will you take to ensure proper cleaning and sanitizing procedures are in place? Please note considerations per working with the facility, vendors and/or caterers.

How will you ensure your event attendees adhere to social distancing guidelines in your event space(s)? Please note considerations for event set-up, limiting congregation of people and movement of people during the event.

Please provide any additional event details we need to know:

By checking this box, event sponsor agrees to keep an accurate record of event attendees and will provide this list, if needed, to appropriate campus personnel

Event Sponsor Signature/Date

Vice Chancellor or Provost Signature/Date
(Recommended to proceed)

Dean/Director/Date

Chief of Police Signature/Date
(Recommended to proceed)