Approval Needed From: (choose one)

○ Extension

○ ARGE (Ag Research and Graduate Education)

○ OAP (Office of Academic Programs)

○ IPIA (International Programs in Agriculture)

○ OMP (Office of Multicultural Programs)

○ Dean

Contact Name

[   ]

Contact Email Address

[   ]

Contact Phone Number

[   ]

Event Name

[   ]

Hosting Unit/Department

[   ]

Location(s)/Venue(s)

Date(s) of Event (MM/DD/YYYY)

Event Time(s) (HH:MM a.m. or p.m.)

Number of Anticipated Attendees

Purpose of Event

If your event is on campus, please note as of August 2 face masks are required in all indoor spaces on the Purdue University campus for everyone regardless of vaccination status.

Have you communicated to attendees that face masks are required at your event?

○ Yes

○ No

○ Not Applicable (event is outside or not on campus)

If you answered No to question above, please explain.

Social Distancing

	Yes	No
Will tables be spaced 6 ft. apart?	○	○
Will chairs be spaced 6 ft. apart?	○	○
Will signage for social distancing be used?	○	○
Will masks be available for those that request one?	○	○

If you answered No to question above, please explain.

Cleaning and Sanitation

	Yes	No
Will hand sanitizer be available for attendees?	○	○
Will tables/chairs be disinfected before the event?	○	○
Will sanitizer be available for interactive elements (computers, A/V equipment, etc)?	○	○

If you answered No to question above, please explain.

[text box]

Communication/Signage

	Yes	No
Will you encourage social distancing in the announcements and/or welcome message?	○	○
Will you remind people that they need to follow federal, state, and local health guidelines?	○	○

	Yes	No
Will you be collecting registration/attendance for the event?	◯	◯
Do you have a procedure if staff or attendees display symptoms of COVID-19 at the event?	◯	◯

If you answered No to question above, please explain.

[text box]

Food/Beverage

	Yes	No	Not Applicable
Is food individually wrapped for distribution?	◯	◯	◯
Is food distribution designed to limit the sharing of utensils?	◯	◯	◯

If you answered No to question above, please explain.

[text box]

Transportation

	Yes	No	Not Applicable
If you are transporting people, will occupancy be less than 50% of capacity?	○	○	○

If you answered No to question above, please explain.

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