

---

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.)

Start Time

End Time

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 (provide explanation below)
- Not Applicable (event 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?                  | <input type="radio"/> | <input type="radio"/> |
| Will chairs be spaced 6 ft. apart?                  | <input type="radio"/> | <input type="radio"/> |
| Will signage for social distancing be used?         | <input type="radio"/> | <input type="radio"/> |
| Will masks be available for those that request one? | <input type="radio"/> | <input type="radio"/> |

If you answered No to question above, please explain.

## Cleaning and Sanitation

|   | Yes                   | No                    |
|---|-----------------------|-----------------------|
| Will hand sanitizer be available for attendees?                                       | <input type="radio"/> | <input type="radio"/> |
| Will tables/chairs be disinfected before the event?                                   | <input type="radio"/> | <input type="radio"/> |
| Will sanitizer be available for interactive elements (computers, A/V equipment, etc)? | <input type="radio"/> | <input type="radio"/> |

If you answered No to question above, please explain.

## Communication/Signage

|  | Yes                   | No                    |
|--|-----------------------|-----------------------|
| Will you encourage social distancing in the announcements and/or welcome message?            | <input type="radio"/> | <input type="radio"/> |
| Will you remind people that they need to follow federal, state, and local health guidelines? | <input type="radio"/> | <input type="radio"/> |

|  | Yes                   | No                    |
|--|-----------------------|-----------------------|
| Will you be collecting registration/attendance for the event?                            | <input type="radio"/> | <input type="radio"/> |
| Do you have a procedure if staff or attendees display symptoms of COVID-19 at the event? | <input type="radio"/> | <input type="radio"/> |

If you answered No to question above, please explain.

## Food/Beverage

|   | Yes                   | No                    | Not Applicable        |
|---|-----------------------|-----------------------|-----------------------|
| Is food individually wrapped for distribution?                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is food distribution designed to limit the sharing of utensils? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

If you answered No to question above, please explain.

## 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.

Powered by Qualtrics [↗](#)