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

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| **Contact Name** | |
| **Contact Email** | |
| **Contact Phone** | |
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| **Event Name** | |
| **Hosting Unit** | |
| **Location(s)/Venue(s)** | |
| **Date(s) of Event** | |
| **Event Time(s)** | |
| **# of Anticipated Attendees** | |

It is strongly recommended that any unit sponsoring an off-campus event plan the event through Purdue Conferences, which can assist with the necessary compliance and contracting requirements. Add extra pages as needed.

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| **Purpose of Event:** Please provide a brief description of the event, including expected audience (i.e. faculty, staff) and potential speakers (Purdue or external). |
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| | Yes | No |
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| Is this event being planned through Purdue Conferences<br>If yes, you are done and can submit the form for approval.<br>If no, please answer the following questions | ☐ | ☐ |
| Complies with all current federal, state, county, city restrictions regarding travel, event size and social distancing requirements | ☐ | ☐ |
| Event Venue is adequately insured, consistent with University risk management guidelines | ☐ | ☐ |
| There is a clear agreement documented between the University and the event site | ☐ | ☐ |
| A financial plan assessing the financial risks of an event cancellation is complete and included | ☐ | ☐ |
| The COVID-19 safety plan for the event is described below | ☐ | ☐ |
| A plan is in place to ensure Purdue employees who work or attend any off-campus event must follow all required federal, state, local and event site health and safety guidelines as well as the Protect Purdue Plan. | ☐ | ☐ |

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| Registers attendees through a single common system whereby:<br>1. Safety requirements can be communicated to attendees;<br>2. Event safety compliance can be required of attendees under terms and conditions;<br>3. Event staff and attendee contacts can be maintained for any needed contact tracing activities;<br>4. And event data can be reported. | ☐ | ☐ |

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| **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. |
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| **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. |
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| **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. |
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| **Staffing:** Please provide information regarding daily health screenings. In addition, provide information on who is responsible for cleaning/sanitation. |
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| **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? |
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| **Food/beverage:** Please provide information regarding food and beverage service during the event. |
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Department/Unit Head Approval: _____