

Event Coordinator Checklist

Event coordinators will consider the following:

Is this event going to be held in person? Yes No If yes, what is the primary reason?

Do you know the restrictions for the space that you wish to use, including the reduced capacity?

How will you practice physical distancing?

How will you prepare attendees for meeting health and safety requirements?

Do you have supplies needed to meet university requirements for in-person gatherings (50 people or less):

Provide facemasks

Provide hand sanitizer

Are you requiring masks? Yes No

What is the process if someone refuses or is unable to wear a mask?

Have you developed a method to collect attendee information so attendees can be traced if someone is ill? Yes No

What options are available to those who want/need to participate virtually?

In the event you cannot have the in-person event/meeting due to changes in the university's guidelines, are you still able to move forward with it in a virtual format?

During the event/meeting, are you sharing any items that won't be able to be sanitized?