

Event Exception Request Form

In-person events are discouraged to avoid the spread of COVID-19 throughout our community. If you feel your event is essential to the UNLV Mission and cannot be held virtually, please review the UNLV Events policy [here](#). Ensure you have completed all the appropriate steps for your event before filling out this form. Forms must be endorsed at the appropriate level before they will be considered.

Submitter Information:

Name: _____

Email: _____

Phone: _____

Department: _____

Please explain why this event must be held in person.

Please explain how you plan to host this event. (ie. where people will be, how attendees will interact with staff, and each other, etc.)

Please provide any additional information that may be relevant.

When is your event? (If your meeting is recurring, please submit a request for each date. Since we are in an ever-evolving situation, guidelines and capabilities may change often.)

What time is your event? _____

How many attendees are you expecting to attend (Maximum)? _____

What venue do you intend to use? _____

Who is your point person (the designated event staff member in case any attendees develop COVID-19 symptoms during the event)?

Name:

Phone:

Email:

	YES	NO	MAYBE
Will your event be classroom-style instruction (everyone seated, with PPE, and an instructor at the front)?			
Will food be permitted at your event?			
Will this event involve singing, shouting, close contact for an extended period, etc.?			
Will you offer pre-registration for your event?			
Will you have a day-of event sign-in?			
In your pre-event communication, will you include current COVID-19 information (acknowledgement of public health concern, a link to the UNLV Coronavirus Updates webpage , advice to stay home if ill, advice that high-risk individuals should not attend, usual prevention precautions, notification of the evolving situation, potential for event to be cancelled at any time)?			
Will you require your attendees to acknowledge and agree that they will follow UNLV's protective measures?			
Will you remind your attendees to continue even the simple protection measures (practicing social distancing, not shaking hands, wearing face coverings, etc.)?			
Will you consult and follow the CDC Considerations for Events and Gatherings ?			
Will you designate a "point person" as a resource should any attendees develop COVID-19 symptoms during the event?			

Submitter Signature

Date

VP/Dean Signature

Date