

## Event Exception Request Form

In-person events are strongly 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. Contact Shayna Davis at [shayna.davis@unlv.edu](mailto:shayna.davis@unlv.edu) with any concerns.

### Submitter Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

**Please describe your event and why this event must be held in person.**

**How will you maintain social distancing and face coverings and minimize person-to-person contact during check-in and other activities?**

**Please provide any additional information that may be relevant.**

**When is your event? (If your meeting is recurring, the guidance may change before your next event.)**

**What time does your event begin and end?**

**How many participants are you expecting to attend, including staff (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:**

	<b>YES</b>	<b>NO</b>	<b>UNKNOWN</b>
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 <a href="#">UNLV Coronavirus Updates webpage</a> , 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 <a href="#">CDC Considerations for Events and Gatherings</a> ?			
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