

# COVID Event Approval Form

*During this time, Northern Michigan University is exercising the utmost caution to ensure the health and well-being of our students, faculty, staff and community members. All NMU sponsored or affiliated events held by student organizations, faculty and staff must submit a request for approval using the COVID Event Approval Form a **minimum of 30 days prior to the event date**. A separate form must be submitted for each location. Requests will be reviewed by the Center for Student Enrichment (student organization events) or Northern Center & Event Services (faculty/staff events.) Requests require endorsement by the appropriate Department Head (faculty/staff) or Student Organization Advisor (student organizations.) Approvals, requests for additional information, and/or additional instructions will be communicated via email to the contact person provided.*

## **CONTACT INFORMATION**

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Organization/Department: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_  
On-Site Event Monitor - *must be present throughout duration of event*: \_\_\_\_\_  
On-Site Event Monitor Phone: \_\_\_\_\_

## **EVENT DETAILS**

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Event: \_\_\_\_\_ Event Location/Venue Capacity: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Attendees Will Be (check all that apply):

Students       Faculty/Staff       Alumni       Community Members

Are any event attendees, guest speakers or volunteers traveling from outside the Upper Peninsula?

Yes       No

**Purpose of Event:** Please provide a brief description of the event.

**Social Distancing Requirements (6' between guests):** What measures will be taken by your organization/department to guarantee social distancing requirements will be met? Describe the intended flow of guest movement and identify times/locations where the risk of crowd congestion is high (arrival/departure, narrow aiseways, etc.) and how this will be mitigated.

**Cleaning/Sanitation:** What measures will be taken by your organization/department to eliminate or reduce to the most degree possible common touch points (shared pens, materials, etc.)? Describe cleaning/sanitation protocols during event - including frequency and who is responsible - for sanitation of necessary interactive elements (ie. AV equipment, computers, microphones, etc.)

**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.

**Diagram:** Attach a diagram of your event that illustrates how social distancing requirements can be met at all times, including seating, staging/podiums, information/registration tables, volunteer/staffing placement, entry/exits and intended flow of traffic.

**By signing below, I attest to having read the “Resources for Event Planners” guide published at [nmu.edu/safe-on-campus/events](http://nmu.edu/safe-on-campus/events).**

\_\_\_\_\_  
**Faculty/Staff/Student Organization President Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head/Student Organization Advisor Signature  
(Recommend to proceed)**

\_\_\_\_\_  
**Date**

*Please submit form and attachments to [cse@nmu.edu](mailto:cse@nmu.edu) (student organizations) or [northerncenter@nmu.edu](mailto:northerncenter@nmu.edu) (faculty/staff) at least 30 days prior to your event.*

**APPROVED BY**

**Center for Student Enrichment**

**Northern Center & Event Services**

**Date/Initials \_\_\_\_\_/\_\_\_\_\_**