

# Campus Events Safety Plan

Please complete the following questions and upload to event

request form via [Google Form](#)

(Form is fillable and must be typed)

## Event Planning Process

The following process will be used for all events planning to host on-campus

- Fill out this form
- Submit event request via [Google Form](#) and upload this form
  - Any request without a completed NSU Campus Events Safety Plan will be automatically denied
- Event planners will be notified if the event is approved, denied, or if additional information is needed.
- Student Engagement representative will notify Conferences and Events of an approved event
- Conferences and Events will notify event planner of reserved venue
- Event Planners are required to track and retain a record of all people that attend the event.
- Have printed copies of the "Campus Events Participant Guide" available to participants at your event.

### Directions for filling out form with Google Chrome:

- Open form in web browser and complete
- Click "print" button
- Change destination to "Save as PDF"

### Type of Event:

Student Organization Meeting

Student Organization Special Event

Departmental Special Event

Is your event open to the public?  Yes  No

Name of Event:

Does this event require travel off-campus?  Yes  No

Food Service:  Yes  No

### Organization/Department

Hosting Event

Estimated Attendance:

Date of Event

Time of Event

If recurring please include all dates

Contact Person

Contact Phone Number

Person must be in attendance during entire event

Contact Email Address

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Please complete the following questions and upload to event request form via Google Form  
(Form is fillable and must be typed)

## **Purpose of Event**

## **What advertising will you be using for this Event**

Ex. Posters, emails, social media, etc

## **Equipment Needed for Event:**

Ex. Tables, Chairs, audio/visual, etc

**Please provide a detailed description of how you plan to promote safe distancing and implement recommended CDC guidelines during your event**