

UAlbany Event Safety Plan

Event Organizer Info

Name

Department or Student Group Name

Contact Info

Please provide email and phone number.

Event Info

Room Reservation

Please include name of space if yes.

Event Date and Time

Please include beginning and end time

Event and Invited Audience

Please describe the event including activities, and participants/audience.

Please provide a brief description of how your event will comply with each as indicated.

Event Registration/Audience Contact Information Process

Please describe your pre-registration mechanism and/or method of tracking attendees to ensure adherence to room capacity limits and contact tracing requirements.

Methods to Ensure Physical Distance

Please describe how you will ensure physical distancing during the event and while attendees are entering and exiting your venue.

Will your Event include food service?

If yes, please describe who will be providing food and describe the food serving process.

Safety Measures Reminders in Invitations and at Event

Please describe how you will remind participants of safety measures in the Invitation and at the event.

Please also note the requirements regarding Event materials and handouts detailed in the Visitors and Events Protocol and the Events checklist available at the University's COVID-19 webpage.