



On Campus Event Approval Form for Groups Over 15

Read full University Events Policy for Fall 2020 [here](#).

Submit to: uvaome@virginia.edu

**Must be submitted AT LEAST 4 WEEKS prior to your event.*

State and local policies related to events:
Governors Executive Order #67 (or as it may be further amended)
Charlottesville City ordinance
Albemarle County ordinance

Contact Name:	
Contact Email:	
Contact Phone:	
Affiliation <i>(student, faculty, staff, other):</i>	
Event Name:	
Date:	
Time:	
Location: <i>Please include reservation information if you have already reserved a venue.</i>	
Target Audience <i>(student, faculty, staff, other):</i>	
# of Anticipated Attendees:	
Purpose of Event: <i>Please provide a brief description of the event, including expected audience and any potential speakers.</i>	

**** Please be sure to fill out each section below. All students, faculty, and staff are required to follow the local, state, and federal health and safety guidelines as well as the university's new event policy. Attach additional pages/information if necessary.*

Event Size: <i>Please provide justification on why the event cannot be held in smaller groups.</i>

Justification for Non-Virtual Events: *Please provide justification on why this event cannot be held in a virtual format.*

Fall 2020 vs. Spring 2020: *Please explain why the event has to be held during Fall 2020 and cannot be deferred to the Spring semester or later.*

Impact of Not Holding the Event: *Please explain the potential long-term impact of not holding the event.*

External Guests: *Please indicate if any of the event guests or participants are external to the University (non-faculty, non-staff, non-student).*

Relationship to the University's Core Mission or Student Governance: *Please explain how this event holds immediate importance to either the university's core mission (teaching, research, and patient care) or to student self-governance.*

Event Set-Up/Safety: Please provide a diagram of the event set-up and explain how physical distancing will be maintained during the event, especially in high traffic areas (i.e. entrances, exits, registration tables, restrooms, etc.). Please provide a detailed safety plan for how you plan to adhere to the public health protocols (including masks, cleaning, sanitation, etc.).

Staffing: Please provide information on staffing for the event including who will be responsible for cleaning/sanitation.

Food/Beverage: Please provide information regarding food and beverage service during the event, including how it will be served.

Submit this completed form, and any other related documents, to uvaome@virginia.edu.

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****This section is for office use only:***

Approved (Yes/No):	
Approved by (first/last name and title):	
Signature:	
Date:	