

Application for Event Approval

Complete this form for approval of events larger than ten individuals. Submit this form to your school or department's Health and Safety Leader. The Health and Safety Leader will review the application and refer it to the relevant Dean, Head of College or Vice President for approval in advance of the event. All events must comply with "[Requirements for Yale-Sponsored Events for Fall 2020](#)".

Sponsoring School or Department	Date(s)
Contact	Start time to end time
Contact Phone	Expected Attendance (including support staff, if any)
Explain why this event cannot be held virtually or postponed	
Purpose/rationale for holding this event in the fall of 2020	
Confirm that no food or beverages and no high-aerosolization activities (singing, woodwinds/brass, vigorous exercise) will be a part of this event	<input type="checkbox"/> yes
Person responsible for arranging cleaning, posting signage available from Yale Printing & Publishing Services' (YPPS) "Returning to Yale" collection, setting up the space and monitoring compliance during the event.	
To facilitate contact tracing, an attendance list must be kept. Explain who will keep this list and how attendance will be limited only to invited guests.	

Event location (provide details, including COVID maximum capacity as calculated by Facilities)

Event activities/agenda (e.g., announcements, talks, presentations, Q&A, photography, etc.)

Explain how physical distancing will be achieved and maintained. Will seating be fixed?

If the event is planned for outdoors, explain plans for inclement weather

Is the use of a tent proposed? If so, approvals from Facilities, Fire Code Compliance, and EHS are required.

yes
 no

Recommended by (Health and Safety Leader)

Date

Approved by (Dean/Head of College/Vice President)

Date