

Purdue Campus Event Safety Checklist
Updated July 2, 2020

[Read the full event guidelines for Fall 2020.](#)

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| Name of Campus Event: | |
| Hosting Unit: | |
| Point of Contact E-mail and Phone #: | |
| Date(s) of Scheduled Event: | |
| Time(s) of Scheduled Event: | |
| Campus Location(s) of Scheduled Event: | |
| Number of anticipated attendees: | |
| Purpose of Event: | |

| | YES | NO |
|--|------------|-----------|
| The safe event plan has been approved by the appropriate office (Dean or Provost). | | |
| The venue is appropriately sized for the number of attendees and permits safe distancing. | | |
| I have a mechanism for screening temperatures and symptoms of attendees prior to entry. | | |
| I have ample supplies of masks, hand sanitizers, and other hygiene products for the event. | | |

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| I have ample signage explaining safety precautions and individual infection prevention strategies. | | |
| Attendees will receive a briefing regarding safety precautions and requirements for attendance at the beginning of each session of the event. | | |

All of the above items must be checked YES to comply with Purdue campus visitor health protocols.