



Event Management Plan and Request for Exception to SDSU JacksRBack Event Protocols

All campus events must adhere to the SDSU JacksRBack Event Protocols. Each event exceeding the maximum pandemic capacity will also be required to complete this Event Management Plan and Request for Exception due to the increased risk associated with hosting the event. This document must be submitted a minimum of two weeks prior to the event to the COVID-19 Response Team for review, in accordance with the instructions for submission below. The COVID-19 Response Team must approve the management plan. Event Manager/Customer has the responsibility to inform or obtain approval of University leadership of event plans as appropriate.

***If you cannot adequately provide details for your plan in the appropriate space, please provide an attachment with details.**

1. Name of Event and Reservation #:
2. Date
3. Location of Event:
4. COVID Capacity of Reserved Space:
5. Sponsor of Event:
6. Event Manager/Customer Name/Email:
**Event Manager/Customer is individual that will be responsible for the event.*
7. Number of Attendees Expected:
**Event manager may also opt to include options for approval if anticipated attendance is larger.*
8. What type of event is this? (stationary or interactive based on the JRB Event Protocol Definitions)

9. Length of Event and Proposed time frame to include Setup/tear down

10. What is the purpose of the event?

11. If the event is an SDSU-sponsored event, what is the impact to the university mission of not hosting the event?

12. Is it possible to host the event virtually? If not, why?

21. How will you track the number of individuals in the facility at one time as to not exceed capacity? This includes tracking those entering and exiting the facility at all times.
22. Will there be food service/catering? If so, how will the food be distributed and what is the overall food plan? Will there be announcements/reminders to use face coverings when consumption is finished?
23. What cleaning and disinfecting plan are in place upon entry, during and after event? Attach or link to a Facility or Operational plan if available.
24. In the case of inclement weather, do you have an alternative plan? Will the event be held virtually? Please outline your inclement weather plan here and address how you will adapt to and manage traffic in the indoor space and how you will notify attendees.

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Signature of Event Manager/Customer:

Name/Title of Event Manager/Customer:

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COVID-19 Response Team Chair to Complete:

Date Submitted to COVID-19 Response Team:

COVID-19 Response Team Determination:

- Approved
- Approved with Conditions
- Approved at Pandemic Capacities
- Denied

Date of COVID-19 Response Team Determination:

Conditions of Determination:

***Instructions for Submission:** This form must be filled out completely and signed by the event manager/customer before submission to the COVID-19 Response Team. Submissions to the COVID-19 Response Team will go to the SDSU Emergency Management Team Chair, Tracy Greene, at tracy.greene@sdstate.edu.