



On-Campus Event/Activity Planning Checklist

Getting Started

An approved event exception is no longer required to host a UArizona event of any size.

While event exceptions are no longer required, event planners are encouraged to use this checklist in order to maximize event safety. Event planners are also encouraged to review the resources on the [Events & Gatherings website](#), including general considerations when planning on-campus activities and events and basic COVID-19 prevention principles.

Health & Safety Plans

- Review the University's updated [face covering requirements](#) and develop a face covering and physical distancing plan. Please also review the current [CDC guidance on the use of masks](#).
 - Provide face coverings for attendees who need one.
- Confirm the venue space has been sanitized in accordance with UArizona and [CDC guidelines](#).
- Develop a sanitization plan for during and after the event.
 - Sanitize items used during the event between each use (i.e. microphones, podium, etc.).
 - Place hand sanitizing stations at entrances/exits and throughout the venue.
 - Ensure that hand washing stations (including restrooms) are stocked and monitored for refills.
- Make sure that all health and safety supplies have been procured and transported to the event location:
 - Disinfectant wipes
 - Hand sanitizer
 - Disposable masks
 - Disposable gloves

Communications

- Develop an RSVP and check-in process for the event.
- Communicate event protocols in all event communication prior to the event, including:
 - Invitations
 - Email reminders
 - Pre-event communication emails
 - On-site signage
- Ensure the event team has been briefed on the COVID-19 mitigation plans.

Venue Layout & Ventilation Plans

- Develop a layout plan that encourages event participants to be spaced 6-feet apart.
- Develop a ventilation plan, prioritizing outdoor space, if possible, or optimizing indoor airflow as much as possible by opening windows and doors.

Signage

- Place event signage in high traffic areas such as entrances, exits, and restrooms.
- Provide directional signs and markers indicating one-way movement or clearly divide walkways for bi-directional movement.

Food & Beverage

- If serving food, develop Food and Beverage safety protocols.
 - Attendees should be spaced 6 feet or more from each other.
 - Food and beverage, with the exception of SUMC individually plated catering,* should be pre-packaged in single-servings with single-use utensils in a "grab-and-go" style.
- Food must be prepared in a commercial kitchen unless already pre-packaged for individual use.

Handouts, Gifts & Giveaways

- Use electronic handouts (agendas, documents, etc.), if possible. If using paper, distribute in a safe manner using a no-contact method or hand sanitizing before sharing documents.
- Pre-package all promotional items, and, if possible, distribute at the end of the event/activity.

***Plated Meal Service:** Arizona Catering Company within the student Union Memorial Center is equipped to not only do a grab and go meal service with disposable containers, but to meet the fine dining needs for events with a plated dinner service. This service is designed for more formal events or for those who are looking for a greener approach to a catered event.