

REQUEST FOR APPROVAL TO HOLD AN IN-PERSON EVENT

VICE PRESIDENT SIGNATURE/ DATE

THIS IN-PERSON EVENT IS APPROVED

Send completed form to kris_nelson@byu.edu to obtain VP signature

All in-person events on campus require permission from the line vice president prior to the meeting.

If the event is approved by the vice president, you may call the appropriate scheduling office to schedule a space.

Space availability is first come, first served according to existing guidelines and procedures.

Additional permissions for some event space may be required.

Approval of this form does not also grant any other permissions, such as speaker approval or risk management approval, which may also be required.

Event Name:

Room Requested:

Requesting Unit (Dept /College):

Contact Person:

Email:

Phone:

Start date:

End date:

Start time:

End time:

If Event will be held on multiple days, provide detail below.

Describe the Event. Include target audience and the purpose for the event.

Will food be served at the Event? If so, how will it be served?

Describe how you will reduce risk (such as through physical distancing, face coverings) during the Event and the plan for cleaning the room. (Refer to <https://www.byu.edu/coronavirus> for current guidelines)

Describe the educational value of the Event and advantages of an in-person rather than remote delivery.

By signing below you are indicating your support for this group to hold an in-person event. You are also committing to follow BYU and local guidelines regarding physical distancing and face covering requirements.

Department Chair

Dean/Director

Name:

Name:

Signature:

Signature:

This is permission to hold the event only.