

RSO OUTDOOR EVENT CHECKLIST



Looking to host an event on campus this semester? Be sure to use this checklist to ensure you don't miss any steps in the approval process!

RSO EVENT APPROVAL FLOWCHART

Check the CSI [website](#) for the COVID-19 Event Approval Processes for RSOs.

The flowchart below, explains timelines and steps in the approval process.

COVID-19 Event Approval Flow Chart

COVID-19 EVENT EXCEPTION FORM

If your event meets the requirements, you will need to complete the COVID-19 Event Exception Form and include the necessary documents, including:

- ☐ **COVID-19 Event Checklist**
- ☐ **Risk Mitigation Plan**
- ☐ **Event Diagram**

RISK MITIGATION PLAN

Use the [risk management template](#) to get a framework of your event. When writing your mitigation plan for the form however, be sure to list out **EXACTLY** what the event will look like including the below items in detail:

- ☐ Is there any option for pre-event registration?
- ☐ How will you get acknowledgment of University COVID-19 protocols (for visitors)?
- ☐ Will your organization use fencing? Where? Who is installing? Will you have separate stations for grouping?
- ☐ Are you serving food of any kind? Do you have a Food Safety Permit?

EVENT DIAGRAM

To submit the form you will need to be sure to add an event diagram/map of your reserved space. This includes:

- ☐ **Location of Entrance**
- ☐ **Location of Exit**
- ☐ **Separation Plans for grouping**
- ☐ **Fencing (if applicable)**

Helpful Tip: Make sure you've connected with CSI first if you have questions or need assistance!