## COVID SAFE GATHERING / EVENT PROPOSAL

**Application to conduct a gathering or event on UQ campus or site**

*For more information visit: COVID-Safe Guide – Planning for Events at UQ*

Based on the review of this form, an additional WHS risk assessment may be required, to be completed in UQSafe, detailing all risks and mitigation strategies outside of COVID-19 specific risks.

**Proposed Gathering / Event Title:**

**Proposed Date and Time:**

**Proposed Bump in and Out Time:**

**Proposed Location / Venue:** (venue / catering should not be confirmed until event is approved)

**Event Convenor:**

**Contact Details (phone/email):**

**Organisation/School/Area:**

**How does the event contribute to the current student experience or future student recruitment?**

**Estimated attendance total:**

**Estimated attendance per day:**

**UQ Student / Staff:**

<table>
<thead>
<tr>
<th>Students:</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Staff:</td>
<td>%</td>
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</tbody>
</table>

**Will there be external people at the event?**

Yes: ☐  
No: ☐

**External attendees:**

<table>
<thead>
<tr>
<th>General Public</th>
<th>Industry Stakeholders</th>
<th>Partners / Clients</th>
<th>Other?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ %</td>
<td>☐ %</td>
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</table>

**Attendees:**

- **Indoors less than 500**
  - Outdoors less 1,000
  - Must complete, sign and attach  
  - **COVID Safe Checklist**  
  - **Statement of Compliance**  
  - ☐ n/a

- **Indoors between 500 – 10,000**
  - Outdoors between 1,000 – 10,000
  - Must complete, sign and attach  
  - **COVID Safe Plan**  
  - **Statement of Compliance**  
  - ☐ n/a

**Will food be provided at the event?**


- ☐ Yes, served by event staff
- ☐ Yes, catered event
- ☐ No food at event

**Briefly state how COVID-19 risks will be managed**

If food is served, has the person completed the mandatory food training?
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>How will numbers of attendees be monitored and managed?</td>
<td></td>
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<tr>
<td>How will physical distancing be maintained?</td>
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<tr>
<td>What hand sanitiser and hand washing facilities will be provided?</td>
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<tr>
<td>What arrangements will be in place for cleaning of the event space, facilities and equipment?</td>
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<tr>
<td>How will records of attendance be recorded for contact tracing?</td>
<td></td>
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<tr>
<td>How will health and safety expectations be communicated to event staff?</td>
<td></td>
</tr>
<tr>
<td>How will health and safety expectations be communicated to event attendees?</td>
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</tr>
</tbody>
</table>

**Senior Management endorsement**

Endorsed by Executive Dean or relevant USMG member: Yes: ☐  No: ☐

Name: 
Position: 
Signature:  
Date: 

**Attachments**

- PF100 Alcohol Permission Form  Attached:  
- COVID Safe Checklist (<500 indoor attendees and <1,000 outdoor attendees):  Attached:  
- COVID Safe Checklist Statement of Compliance:  Attached:  
- COVID Safe Plan (>500 indoor attendees and >1000 outdoor attendees):  Attached:  
- COVID Safe Plan Statement of Compliance:  Attached:  
- COVID Safe mandatory food training certificate  Attached:  

Email application (and attachments) to: Security Events Officer: seo@pf.uq.edu.au