Application to conduct a gathering or event on UQ campus or site
For more information visit: COVID-Safe Guide – Planning for Events at UQ

| 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:

<table>
<thead>
<tr>
<th>UQ Student / Staff:</th>
<th>Students: %</th>
<th>Staff: %</th>
</tr>
</thead>
</table>

Will there be external people at the event?

Yes: □

No: □

External attendees:

General Public □ %

Industry Stakeholders □ %

Partners / Clients □ %

Other?

Less than 500 attendees – must complete, sign and attach:

☐ COVID Safe Checklist

☐ Statement of Compliance

☐ n/a

Between 500 – 10,000 attendees – 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

(Prior to the event, a comprehensive WHS risk assessment must be completed in UQSafe that details all risks and mitigation strategies)

If food is served, has the person completed the mandatory food training?

How will numbers of attendees be monitored and managed?

How will physical distancing be maintained?

What hand sanitiser and hand washing facilities will be provided?

Will there be external people at the event?

Yes: □

No: □

External attendees:

General Public □ %

Industry Stakeholders □ %

Partners / Clients □ %

Other?

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Briefly state how COVID-19 risks will be managed

(Prior to the event, a comprehensive WHS risk assessment must be completed in UQSafe that details all risks and mitigation strategies)

If food is served, has the person completed the mandatory food training?

How will numbers of attendees be monitored and managed?

How will physical distancing be maintained?

What hand sanitiser and hand washing facilities will be provided?

If yes, mandatory COVID Safe food safety training is required.

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| What arrangements will be in place for cleaning of the event space, facilities and equipment? |
| How will records of attendance be recorded for Contact Tracing? |
| How will health and safety expectations be communicated to event staff? |
| How will health and safety expectations be communicated to event attendees? |

**Senior Management endorsement**

| Endorsed by Executive Dean or relevant USMG member: | Yes: □ | No: □ |
| Name: | |
| Position: | |
| Signature: | Date: |

**Attachments**

| PF100 Alcohol Permission Form | Attached: | N/A: |
| COVID Safe Checklist (<500 attendees): | Attached: □ | N/A: □ |
| COVID Safe Checklist Statement of Compliance: | Attached: □ | N/A: □ |
| COVID Safe Plan (>500 attendees): | Attached: □ | N/A: □ |
| COVID Safe Plan Statement of Compliance: | Attached: □ | N/A: □ |
| COVID Safe mandatory food training certificate | Attached: □ | N/A: □ |

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