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.

<table>
<thead>
<tr>
<th>Event Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date:</td>
<td></td>
</tr>
<tr>
<td>Event Start:</td>
<td>am/pm</td>
</tr>
<tr>
<td>Event Finish:</td>
<td>am/pm</td>
</tr>
<tr>
<td>Bump-in Start:</td>
<td>am/pm</td>
</tr>
<tr>
<td>Bump-in Finish:</td>
<td>am/pm</td>
</tr>
<tr>
<td>Bump-out Start:</td>
<td>am/pm</td>
</tr>
<tr>
<td>Bump-out Finish:</td>
<td>am/pm</td>
</tr>
<tr>
<td>Proposed Location/s:</td>
<td>(supply site plan)</td>
</tr>
<tr>
<td>Brief Description of Event/Entertainment/Activities:</td>
<td></td>
</tr>
<tr>
<td>Event Organiser:</td>
<td>must be present at the event</td>
</tr>
<tr>
<td>Faculty/Division/Organisation:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Estimated Attendance Total:</td>
<td></td>
</tr>
<tr>
<td>UQ Student</td>
<td>Staff Attendees:</td>
</tr>
<tr>
<td>External Attendees:</td>
<td>Partners: %</td>
</tr>
<tr>
<td>If food is being provided, briefly describe (e.g., external food vendors, catering, attendees provide their own, organising committee to provide etc)</td>
<td></td>
</tr>
<tr>
<td>How will health and safety expectations be communicated to event staff?</td>
<td></td>
</tr>
<tr>
<td>The Check In Qld app has been downloaded, displayed and monitored for mandatory check in by all patrons, guests, and staff (according to current Qld Gov restrictions)</td>
<td></td>
</tr>
<tr>
<td>Event Promotion</td>
<td>Yes (supply copy)</td>
</tr>
<tr>
<td>VIP Guests / Media Attendance</td>
<td>Yes (contact OMC)</td>
</tr>
<tr>
<td>Waste</td>
<td>Power</td>
</tr>
<tr>
<td>Food trucks or additional retailers</td>
<td>vendors at the event</td>
</tr>
</tbody>
</table>

**Attachments**

| COVID Safe Checklist | Attached: | N/A: |
| PF100 Alcohol Permission Form (if applicable) | Attached: | N/A: |
| Additional Documents as requested by P&F | Attached: | N/A: |
# Senior Management endorsement

<table>
<thead>
<tr>
<th>Endorsed by Executive Dean or relevant USLG member:</th>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Email application (and attachments) at least 14 days prior to the event to:**

- Event Approval Team: [seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au)
- UQ Union Clubs & Societies: [clubs@uqu.com.au](mailto:clubs@uqu.com.au)