

RSO Event Planning Worksheet

[RSO Event Planning Worksheet - Google Sheet File](#)

Event Information	
Event Title	
Event Date	
Event Location	
Event Time	
Organizing Group	
Primary Student Contact	
Description of Event (in detail)	
Anticipated attendance	

University Level	Level 1	Level 2	Level 3	Level 4	Level 5	Risk Mitigation Suggestions	Your Risk Mitigation Strategy
	In-person with Limited Physical Distancing	Moderate Physical Distancing	Physical Distancing	High Physical Distancing	Remote instruction and virtual activities		

Space							
How much space is required for this event?						If you are planning on hosting a meeting/event with a large group, consider having multiple smaller meeting/events, moving the location outdoors, or holding remote/virtual meetings/events.	
What is the ideal location for your event?						Be sure to check with the facility to determine approved room capacity as this is evolving as time goes on.	
Is there a space on campus that can accommodate this event with physical distancing in place?							
What are the technology requirements for your event?							
Will there be a virtual alternative for your meeting/event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A virtual option de-densifies meetings/events and provides an opportunity for those who may not feel comfortable attending in person. Provide closed captioning when using virtual alternative.	
Is streaming equipment needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is projection equipment needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Is there electronic signage available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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Will there be markers provided to ensure physical distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check with facility to determine if they provide markers. Regardless of the size of your meeting/event, ensure that your check-in line/cross traffic does not block hallways, stairwells, or wheelchair ramps.
Signage and Communication						
Will you communicate safety plan/expectations to attendees in advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider informing your attendees about the following so they know the expectations during your meeting/event: check-in time; check-in procedures; PPE requirements; physical distancing protocol during check-in, in-event, departure; food distribution process; and material distribution process, etc.
Will a RSVP be required for your meeting/event?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It is encouraged that all attendees RSVP prior to meetings/events. For meetings/events with larger attendance, RSVP will assist you in following University Guidelines.
Will there be signage at check-in of your meeting/event to direct traffic and instruct participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider adding signage to clearly mark check-in line, table, and check-in procedures. Check with staff of facility to ensure proper signage placement.
Will there be signage inside your meeting/event to direct traffic and instruct participants?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consider putting tape on the floor, using stanchions/ropes/caution tape, tables for spacing, chalk, and reducing table capacity.
Health & Safety						
What and how many members or volunteers are needed to enforce physical distancing expectations and health and safety protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan enough volunteers for setup, check-in, logistics, clean-up, in addition to extra volunteers to help with health and safety requirements, etc.
Have you planned time for members to set-up, sanitize, clean-up?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is recommended to plan extra time for set-up and clean-up to account for additional safety measures.
What are the health & safety requirements for members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The university's minimum PPE requirement for all meetings/events held inside is a face covering and proper physical distancing. If meeting/event is being held off-campus, check with facility to determine the minimum PPE requirement. Volunteers may need additional layers of protection, which include but are not limited to: Hands (rubber gloves/work gloves), Face (mask/shield), Eyes (glasses/goggles), and Body (smock, vest, apron, lab coat).
What are the health & safety requirements for participants?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The university's minimum PPE requirement for all meetings/events held inside is a face covering and proper physical distancing. If meeting/event if being held off-campus, check with facility to determine the minimum PPE requirement.
Will you be providing PPE or other safety/sanitization products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage members and participants to bring their own hand sanitizer and face coverings. Plan to provide sanitizing wipes, hand sanitizer, and spare face coverings if possible.

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Does this event involve physical activity of any kind? If so, how will you minimize risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Identify which aspects of your event could pose risk and address what steps need to be taken to minimize those risks.
Food & Beverage						
Is food/beverage permitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Be sure to confirm that food/beverages are permitted in the facility that you are using for your event/meeting.
Is food and beverage service an essential factor in the success of your event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			If food/beverage are essential, please make sure to plan ahead to minimize risk as much as possible.
Can you meet your desired goals or intent of this event if food or beverages are not available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Make sure you evaluate the risks posed to determine if food/beverages are needed.
Are you using disposable food service with individually wrapped items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Consider having food, condiments, and utensils that are prepacked and individually wrapped for low safety risk. For beverages, consider having individual bottles/cans and not using bowls/pitchers with cups.
Are volunteers needed for food and beverage distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Consider wait served meals or staff served buffet style for medium risk. Self-Serve Buffet Style, Grill Outs, Bake Sales pose the highest safety risk for your meeting/ event.
Pre-Event Procedures						
Attendee communications sent out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider informing your attendees about event details at least a few days in advance.
Member/volunteer onboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan a time for members and volunteers to review event expectations, schedule, etc.
Verbal scripts prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assigned member/volunteer responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accountability & enforcement expectations of capacity/physical event attendance/procedures reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Participant tracking procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is encouraged that all attendees are checked in using a touchless check-in process such as tapping an ID or having volunteers write names/emails.
Appropriate room sets & physical distancing requirements identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Set up separate entrance & exit doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Provide masks & gloves to anyone working events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plan for volunteers to help enforce physical distancing requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plan for volunteers to track capacity limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Event Procedures						

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Initiate participant entrance and tracking procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have staff explain meeting/event logistics and safety procedures to attendees waiting in line and at check-in table. This may include check-in process, PPE requirements, hand sanitizing, etc.
Provide masks to attendees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			It is recommended that you have extra PPE available to provide to participants that do not have any available.
Education on importance of safety precautions for on-campus events announced to participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Consider making an announcement at the start of your meeting/event to communicate your expectations and the importance of following the guidelines.
Release audience from the rows closest to the exit first, then row by row to minimize contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Releasing attendees row by row can assist them in being physically distant and will de-densify the event exit.
Create one way aisles/hallway lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Creating one-way lanes ensures that attendees can be more physically distant and will de-densify aisles, etc.
Clean musical/tech gear in between acts/speakers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		It is recommended that you sanitize gear multiple times throughout your meeting/event with sanitizing wipes, anti-bacterial spray, and other cleaning agents.
Clean rooms/equipment between sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		It is recommended that you sanitize rooms/equipment between meetings/events with sanitizing wipes, anti-bacterial spray, and other cleaning agents.
Clean common use equipment/tech surfaces between use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		It is recommended that you sanitize common use items multiple times throughout your meeting/event with sanitizing wipes, anti-bacterial spray, and other cleaning agents. Common use items includes mouse, keyboard, writing utensils, microphone, podium, tables, chairs, supplies, etc. It is encouraged that you use personal laptops and mouse when possible.
Will you be handing out or giving away items during your meeting/event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Consider sending out programs, agendas, and other paperwork digitally. Consider distributing giveaways that are factory pre-packaged and are handed out by select volunteers who have washed hands/wearing gloves.
Post-Event Procedures						
Collect all equipment and supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Collect and sanitize equipment after meetings/events with sanitizing wipes, anti-bacterial spray, and other cleaning agents.
Clean and sanitize space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Sanitize room after meetings/events with sanitizing wipes, anti-bacterial spray, and other cleaning agents.
Remove signage, tape, barriers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Document participant tracking/attendance information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Be sure to keep your participant list to ensure you have contact information for all those in attendance at your meeting/event.
Debrief with all members/volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider debriefing with your members/volunteers to discuss successes and areas for improvement.

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Supplies Needed							
PPE: Masks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
PPE: Gloves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Hand sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sanitizing wipes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Directional signage (floor arrows for aisles, entrance/exit only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Tape/tensa barriers/chalk for space parameters/lanes/crowd control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
ID tapping equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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