

COVID-19 Event Safety Plan Template

All events shall adhere to the provisions of the [RIT Safety Plan](#). Indoor events expected to have a capacity of 5,000 or more attendees, or specially designated indoor or outdoor events, shall complete this Covid-19 Event Safety Plan.

Organizer's name:

Organizer's email address:

Date of event:

Event location:

RIT Events/EMS Reservation Number:

Number of attendees:

Description of event:

Describe the safety protocols to be utilized for this event:

Describe the procedures to be used to confirm compliance with the safety protocols, e.g., if the event is limited to only vaccinated individuals, how will vaccination status be confirmed:

Describe how you will keep track of attendance (for contact tracing purposes):