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**Request and Checklist for On-Campus Events**

*Use this form for events happening on campus during school hours OR in off-hours.*

Today’s date:Click or tap here to enter text.

Primary contact name and number:Click or tap here to enter text.

Name / description of event:Click or tap here to enter text.

Event date(s):Click or tap to enter a date.

Event time(s):Click or tap here to enter text.

Are you planning to have food/drinks at your event?  Yes No

\*\*Due to allergies and COVID-19 safety protocols, consideration of food/drink requires a separate follow-up discussion and may be approved/denied on a case-by-case basis.

Number of students / participants (please include grades): Click or tap here to enter text.

Names of all adult supervisors:Click or tap here to enter text.

Space(s) that your group will utilize:Click or tap here to enter text.

Will your event include visitors from outside the MPH student / employee population? If so, please explain (include parents /guardians in this list):Click or tap here to enter text.

**Please follow this Order of Operations when planning your event:**

\_\_\_\_\_1. Have you notified / obtained initial authorization for your event from your division head or supervisor?

\_\_\_\_\_2. Have you requested the space(s) you would like to reserve by emailing [SpaceCases@mphschool.org](mailto:SpaceCases@mphschool.org)?

\_\_\_\_\_3. If necessary, have you submitted a request to the Facilities Team for equipment, set-up, and tear-down needs using the [Events Set-Up Request (located on the MY MPH intranet portal)](https://www.mphschool.org/maintenance-form-for-events/)?

\_\_\_\_\_4. Have you checked to see if there is room for your event on the [MPH School Calendar](https://www.mphschool.org/community/calendar/) by emailing [Kristin Bernazzani](mailto:KBernazzani@mphschool.org)? (If there is room, Kristin will add your event with the note “Pending Approval.”)

\_\_\_\_\_\_5. After each of the previous steps has been completed, please email this completed form to the Health and Safety Team for a health-and-safety review. (Email address: [HealthandSafetyTeam@mphschool.org](mailto:HealthandSafetyTeam@mphschool.org)) The Health and Safety Team will respond promptly with any recommendations and will work with you to ensure your plans are aligned with MPH’s current health protocols.

\_\_\_\_\_\_\_6. Once your plan is fully approved, please contact [Kristin Bernazzani](mailto:KBernazzani@mphschool.org) and [Amy Critz](mailto:acritz@mphschool.org) to finalize your event on the School calendar and to confirm your event with the head of school.