

# MPH

## 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 of event: Click or tap here to enter text.

Event date: Click or tap to enter a date.

Event time: 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.

Describe your event: 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. Have you submitted a request to the Facilities Team for equipment, set-up, and tear-down needs using the [Events Set-Up Request \(located on the MY MPH intranet portal\)](#)?

\_\_\_\_\_ 4. Have you checked to see if there is room for your event on the [MPH School Calendar](#) by emailing [Kristin Bernazzani](#)? (If there is room, Kristin will add your event with the note "Pending Approval.")

\_\_\_\_\_ 5. When each of the previous steps has been completed, please submit this form to the Pandemic Response Team (PRT) for a health-and-safety review. (Email address: [PandemicResponseTeam@mphschool.org](mailto:PandemicResponseTeam@mphschool.org)) The PRT 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](#) and [Amy Critz](#) to finalize your event on the School calendar and to confirm your event with the head of school.