

Please Note: When the scheduling office notifies you that your event has been scheduled TENTATIVELY, you will be given the Event Reference Number and asked to complete this form. Prior to starting, please review this form to know what information will be needed.

### **Proposed Event Request Information Form**

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Rider University Event Guidelines during the COVID-19 pandemic require the completion of this form for events planned to be held IN-PERSON ON CAMPUS during the 2020-2021 academic year. Sponsoring organizations/departments must document how they will ensure appropriate social distancing, including delineated seating or spaces and flow of traffic, use of PPE, and staffing required to protect the health and safety of Rider's campus community.

All events will be reviewed for compliance with COVID-19 restrictions in effect. As of 12/2/20 no audience members are permitted at events. Proposed events will be reviewed by the university Special Events Committee. The Westminster College of the Arts Events Committee will review all WCA performance-based events requests. You will be contacted to schedule a Zoom meeting with these committees if required. Until notified, your proposed event is considered TENTATIVE. Final confirmation is based on approval by the appropriate committee(s) and you will receive separate notification of final confirmation.

#### **\* Required**

Name \*

Indicate college or club/organization

WCA(WCC&FPA) NBCB (CBA) CEHS CLASS Student Club/Organization

Faculty

Staff

Student

Faculty

Staff

Student

Office, Department, Student Club or Organization Name \*

Email \*

Event Reference Number from 25Live Confirmation \*

The email you received from the Scheduling Office indicating that your event has been tentatively scheduled in 25Live contains an event reference number, found at the top right side of the page. If you have not already submitted your request for the location, date and time of your event via 25Live, please do so, note your event reference number and then complete this form.

Proposed Event Name \*

Requested Event Location \*

Proposed Event Date \*

Proposed Event Start Time \*

Proposed Event End Time \*

How many attendees do you expect? \*

Number of attendees will be determined by the social distancing capacity of the event space.

How will you ensure the event meets current guidelines for safely gathering? \*

Be sure to outline your plans for appropriate social distancing, PPE use, seating capacity, space use, flow of traffic, and staffing required to protect the health and safety of Rider's campus community.

Will the event include an outside (non-Rider employee or student) speaker, performer or vendor for the event? \*

If yes, have you obtained the vendor's plan for complying with Rider's event guidelines, including a signed vendor agreement and Certificate of Insurance?

Any external vendor coming to campus will need to provide documentation of the COVID-19 policies they have in place and follow all of Rider's guidelines. A signed vendor agreement is required and COI may be required, depending on type of vendor.

Does your event include any performance-based activities such as singing, acting, and/or dancing? \*

All performance based events (including theater, music and dance curriculum and student club/org activities) must adhere to the Performance Based Activities Guidelines and will be reviewed by the WCA Events Committee and/or Special Events Committee before being approved.

[If yes, you will be asked these questions]

### Performance-based events

Please note NO AUDIENCE is permitted for these events unless specifically indicated and approved. The Westminster College of the Arts Events Committee will review all WCA performance-based event requests.

Please indicate the specific activity(ies). Choose all the apply. \*

- ☐ Acting
- ☐ Dancing
- ☐ Instrumental music
- ☐ Vocal music
- ☐ Recital
- ☐ Recording session
- ☐ Rehearsal
- ☐ Other:

Please list names of all individuals who will be present for the event. \*

If this is a student or faculty recital, please indicate your choice of performance modality. \*

- Solo recital - (e.g. piano or organ recital) Only the performer will be in the room.
- Recital involving more than one person - This includes the presence of collaborating musicians, audio or video recording personnel, and/or the applied music teacher.
- Voice recital sung with pre-recorded accompaniment
- Not a recital

Will this event require tuning of a keyboard instrument prior to the event? \*

No      Yes

Piano

Organ

Harpsichord

### Additional Information

What is the name of the Rider employee (faculty member, advisor, staff member or GA) who will be present at the event and ensure compliance with safety guidelines? \*

Do you have any additional information or questions that the Special Events Committee or WCA Events Committee should consider when reviewing your event?

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