The JCU Event Organiser is responsible for completing this Appendix as part of the completion of the COVID Safe Event Checklist. This attachment and the COVID Safe Event Checklist must be submitted for approval.

**Indoor Event**

Indoor events require a COVID safe event checklist and approval

**Outdoor Event**

Outdoor events do not require a COVID safe event checklist or approval unless the event is:

* A music festival;
* A dance festival;
* An event with a dance area; or
* In a location that has been declared an [impacted area](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/restrictions-impacted-areas#:~:text=If%20you%20are%20currently%20in,you%20from%20travelling%20to%20them.) or high-risk impacted area

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name:** |  | | |
| **Event Coordinator:** |  | **Event date/s and times:** |  |
| **Number of people attending event?** |  | | |
| **This event involves:** | JCU Staff/Students only  Non JCU Staff/Students | | |
| **Is your event?** | Indoor  Outdoor | | |
| **Is your event in an impacted or high-risk impacted area?** | [Indoor and outdoor events - High-risk impacted areas](https://www.covid19.qld.gov.au/government-actions/covid-safe-events#_indoor-outdoor-events-high-risk-impacted-areas)  [Indoor and outdoor events – Impacted areas](https://www.covid19.qld.gov.au/government-actions/covid-safe-events#_indoor-outdoor-events-impacted-areas)  [Indoor and outdoor events – Rest of Queensland](https://www.covid19.qld.gov.au/government-actions/covid-safe-events#_indoor-outdoor-events)  Click on the links to access the required checklist for your event.  If the event is not in Queensland make contact with the WHS Unit – [safety@jcu.edu.au](mailto:safety@jcu.edu.au) | | |
| **Will this event involve dancing?** | Yes (dancing requires additional controls, refer to the checklist)  No | | |
| **Will this event be open to the public?** | Yes - explain how you are going to ensure maximum occupant density numbers are not exceeded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | |
| **Other Event Procedures:** | I understand that this document is a COVID-19 specific additional requirement to JCU event procedures.  I have completed the existing JCU event processes and consulted with Campus Services, Space and Planning and Information Technology & Resources (ITR) where required. | | |

**JCU APPROVAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dean / Director Name:** |  | | |
| **Signature:** |  | Date: |  |
| **Comments:** |  | | |