



EVENT INQUIRY FORM

CONTACT INFORMATION

Planner Contact Name: _____ Phone: _____

Email Address: _____ Fax: _____

ORGANIZATION INFORMATION

Name of Organization: _____

Organization Website: _____

Street Address: _____ State: _____

City: _____ Suite: _____

Country: _____ Zip: _____

Organization Mission Statement:

Organization Type (check all that apply):

Campus Department Government For-Profit Non-Profit

Individual Student Organization Educational Institution

*If non-profit, is it also tax exempt? YES NO (IRS determination letter will be needed)

Is your organization being co-sponsored by an on campus department? YES NO

EVENT INFORMATION

Official Event Name: _____

Purpose of Event: _____



Description of activities planned for the event (please attach daily schedule, agenda or flyer, as appropriate):

ATTENDANCE INFORMATION

Total Estimated Attendance: _____ How Many Youth in Attendance? _____

Daily Estimated Attendance: _____ What is the Age Range of Attendees? _____

***Please Note:** Any youth in attendance requires a 1 to 10 ratio between adult to youth. A release of liability form will be required for youth participating in conference/event programs. A "minor" or "youth" is defined as any person under 18 years of age.*

Do you expect any high profile guests at your event? YES NO

If yes, who? _____

MISCELLANEOUS INFORMATION

Will your conference/event require catering services? YES NO

Will the conference/event be open to the public or private? Public Private

IN-PERSON ACTIVITY JUSTIFICATION

All in-person activities that involve San Francisco State University employees, on-campus or off-campus, and fall outside of normal face-to-face business operations must receive approval. Requests must be reviewed and approved before the activity takes place. Hosting external groups for conferences and retreats at the main campus remains suspended until further notice. If you have questions about whether your activities need to be reviewed, email hdcscs@sfsu.edu.

Please provide a justification for in-person activities:



Can the goals and outcomes of the proposed activity be accomplished through alternative modalities of communication that do not require in-person engagement? YES NO

COVID-19 PREVENTION MEASURE PROTOCOLS

As the event requestor, I will ensure the following:

- All SF State employees must complete the online training “COVID-19 Workplace Safety Refresher”.
- All SF State Students must complete the online training “SF State: Student Safety During the COVID-19 Pandemic”
- All Attendees must show proof of COVID-19 vaccination or a negative covid test within 72 hours of event date
- All SF State students, faculty & staff complete the daily COVID-19 health screening, and show approved clearance email.
- All participants will wear a face covering when indoors.
- All participants will follow handwashing recommendations.
- Event Host will ensure appropriate cleaning supplies and P.P.E. is available.
- Visitors will comply with SF State health and safety measures including participating in the Verbal Health Screening.
- Employees are given the opportunity to participate remotely if alternative modalities of communication are available.
- For indoor conferences, events, and meetings that include food and beverages, the venue must accommodate 6-feet of physical distancing. Food and beverages must be single-serve and employees cannot share serving utensils.
- If physical distancing cannot be accomplished due to the guest count or space available, outdoor seating must be implemented, and food and beverage must be consumed outdoors.
- All Attendees will be required to be vaccinated to attend events where food service is being provided.

VENUE INFORMATION

Which venue(s) are you looking for? (check all that apply)

- Conference Center Indoor Space Outdoor Space Performance Venues
- Classroom & Lecture Halls Athletic Venues Tennis Courts
- Other, please explain: _____

Do you have a specific venue in mind? If so, please list: _____



**SAN FRANCISCO
STATE UNIVERSITY**

Conference & Event Services
800 Font Boulevard
San Francisco, CA 94132
hdcsces@sfsu.edu
P: (415) 405-8003 | F: (415) 406-4105

Besides the main venue, will you need other rooms/venues? YES NO

If yes, how many and what type(s)? _____

EVENT DATE(S) & TIME(S) (include the time needed for setup and breakdown)

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

If event has multiple dates with various locations, please include those details below: