The UAB United webpage includes helpful COVID-19 guidelines for individuals hosting events. In addition to that guidance, UAB sponsored off campus events must adhere to the following standards:

- Require masking at all times, except for when actively eating or drinking;
- Require appropriate distancing of 3 feet;
- Limit attendance to 50 indoors/100 outdoors or the number appropriate distancing of 3 feet allows for the given space, whichever is fewer;
- Allow plated or individually boxed meals or snacks, but buffets are not permitted;
- Offer hand sanitizing stations; and
- Maintain a sign-in sheet of attendees, with contact information, for at least 14 days following the event.

I have reviewed the event details and confirm that my event is compliant with these standards. Please note a Dean, AVP, VP or equivalent must sign this document.

Dean’s Office Approval/Executive Level (Print): ________________________________

Signature: ___________________________ Date: ___________________________