

**UUSS Event Hosting Checklist**  
**Outside gatherings only**  
**Minimum/Maximum attendance 3 - 10**  
**October 2020**

- ✓ There will be no inside activities until it is safe for everyone.
- ✓ Outdoor gatherings with a maximum of 10 participants who are required to wear face masks, and maintain a distance of at least 6 feet between participants can occur.
- ✓ The Host will create a guest list
  - use invitations, email or phone
  - Include UUSS guidelines with the invitation.
  - require RSVP for attendance
  - require confirmation that participant will follow the guidelines.
- ✓ Make certain face masks cover nose and mouth at all gatherings.
- ✓ • Record:
  - Complete the required form provided by UUSS staff.
- ✓ If using any UUSS tables/chairs, sanitize before and after each event.
  - Cleaning supplies to be provided by UUSS staff.
- ✓ Enforce the mandatory physical distancing of a minimum of 6'.
- ✓ Host will submit the list of attendees/contact information to the office after each gathering.
- ✓ Host should follow the guidelines regarding food/drink.
- ✓ Host confirms, prior to the arrival of participants, that sanitizer wipes are available in the restrooms and at the activity site. (*UUSS provides this material*)