Reserve your space through the online EMS Application at least 14 days prior to your event

Register event in Anchor Link at least 14 days prior to your event

Event must be sponsored by an Academic Department (can invite student orgs to co-sponsor.)

Prioritize hosting events outside, and when inside, physical distance room capacities required

15:1 Student to Staff ratio. At least one faculty or staff member must be present and student staff must be PHA trained vu.edu/pha

Non-VU attendees are not allowed

Submit maximum number of possible attendees (students and faculty/staff)

Student RSVP process in advance to manage capacity. Request RSVPs at least 48 hours in advance of the event (Recommended method is Anchor Link)

Recording attendance through swiping students in at the event to help manage capacity and contact tracing (Recommended method is Anchor Link)

All suppliers/vendors participating in the event must review and fill out the Campus Visitors Return to Campus Acknowledgement form https://forms.vanderbilt.edu/view.php?id=1297441
Ingress and Egress plan that maintains physical distancing. Timed arrival and dismissal may be necessary depending on expected attendance.

If the event is not in a designated space that identifies capacity and physical distancing measures (Dining tents, lawns with circles, indoor meeting rooms), a plan must be established to maintain physical distancing.

All participants, including speakers, must maintain physical distancing of six feet & wear a face covering/mask.

Include plans for inclement weather. If applicable/available an alternative event date should be identified.

Default is no food or drink at any events. Requests to have food can be made but must be pre-packaged, pre-distributed or pre-placed at the event and must be explained in the event plan. Food requests must be authorized through Events at Vanderbilt.

At an event where food or drink has been authorized, attendees must wear a mask when not actively eating and drinking.

No alcohol is allowed at any event.