



Helena College Event Approval

All events must follow the guidelines put forth in the [Helena College Cares: A Healthy Return to Campus](#). This includes an approval process which includes submitting this form to the Executive Assistant to the Dean to be reviewed by the Event Approval Committee. This form must be submitted **no later than 4 weeks prior to an event**. Virtual events only require Part I of the Event Approval Form, in-person events require both Part I and Part II.

Part 1: Intent to Plan a Meeting/Event

Meeting/Event Details	
Contact Information	
Event Organizer Name	
Email Address	
Phone Number	
Campus Group or Club Information	
Organization Name	
Organization Advisor	
Advisor Email	
Basic Meeting/Event Information	
Name of Event	
Purpose of Event	
Proposed Date	
Proposed Timeframe	
If this is a recurring event provide details of frequency.	
Expected Number of Attendees	
Campus Location	
Will this event be held virtually, in-person, or as a hybrid event?	

NOTE: If you would like to host this event in-person or as a hybrid event, you will need to complete the full Event Approval Form (below) and review the event guidelines put forth by [Helena College](#) and by the [Lewis & Clark County Public Health](#) under the current COVID-19 situation.

Part 2: Full Event Approval Form

For In-Person & Hybrid Meeting/Event
1. Please explain the necessity of hosting this face-to-face.
2. Please describe the information that will be provided to attendees regarding staggered arrival and traffic flow.
3. Please explain how social distancing measures will be achieved in the specific location chosen for the event.
4. Who will act as event hosts to ensure that traffic flow and social distancing is maintained as well as ensure that cleaning and sanitizing is happening during and after the event?
5. Will food be served? If so, please review the food service guidelines from Lewis & Clark County Health and explain how they will be adhered to.

If your event will host over 24 attendees you must complete and submit an [event form for Lewis & Clark County Public Health](#). Please include a copy of the Lewis & Clark County Public Health event form as well as the status of approval when submitting this request form.