

UO IN-PERSON EVENT ROSTER

INSTRUCTIONS: Complete for in-person events attended by 3+ people, especially those that are not invitation only. Do not complete for meetings of official UO academic classes, calendared meetings, or one-on-one appointments (though it is a best practice to document one-on-one meetings in some way for personal use). Departments should hold onto rosters for a minimum of 4 weeks following the event.

EVENT INFORMATION:

EVENT DATE	
EVENT START TIME AND END TIME	
SPECIFIC LOCATION (Building name and room #(s))	
ROOM LAYOUT (Brief description)	
EVENT FACILITATOR (Name, email, phone, department) <i>Must be a person who was present for the event</i>	
EVENT TITLE OR PURPOSE	
SAFETY INFO OR THINGS OF NOTE (Anything noteworthy about physical distancing or mask use)	

PARTICIPANT INFORMATION: See next page.

