

PF700 - EVENT APPLICATION FORM

Based on the review of this form, an additional WHS risk assessment may be required, to be completed in UQSafe, detailing all risks and mitigation strategies outside of COVID-19 specific risks.

Event Title:					
Event Date:					
Event Start:		am/pm	Event Finish:		am/pm
Bump-in Start:		am/pm	Bump-in Finish:		am/pm
Bump-out Start:		am/pm	Bump-out Finish:		am/pm
Proposed Location/s: <i>(supply site plan)</i>	<i>must be tentatively booked prior to application submission</i>				
Brief Description of Event/Entertainment/Activities:					
Event Organiser:	<i>must be present at the event</i>				
Faculty/Division/Organisation:					
E-mail:					
Telephone:					
Estimated Attendance Total:		Per Day:			
UQ Student Staff Attendees:	Students:	%	Staff:	%	
External Attendees:	Partners:	%	Public:	%	
If food is being provided, briefly describe (e.g., external food vendors, catering, attendees provide their own, organising committee to provide etc)					
How will health and safety expectations be communicated to event staff and attendees?					
VIP Guests Executive attendance	<i>Yes (contact events@uq.edu.au)</i>			<i>N/A:</i>	
Media Government attendance	<i>Yes (contact communications@uq.edu.au)</i>			<i>N/A:</i>	
Additional Services: waste power signage fitting cleaning site set up	<i>Yes (log a user-funded request through Archibus, problem type 'Events')</i>			<i>N/A:</i>	
Food trucks or additional retailers vendors at the event	<i>Yes (email property.team@pf.uq.edu.au prior to submitting event approval)</i>			<i>N/A:</i>	
<u>Attachments</u>					
PF100 Alcohol Permission Form (if applicable)			<i>Attached:</i>	<i>N/A:</i>	
Additional documents as requested by P&F			<i>Attached:</i>	<i>N/A:</i>	



Senior Management Endorsement <i>(Authorities include Faculty and Division Executives)</i>			
Name:			
Position:			
Signature:		Date:	

Email application (and attachments) at least 14 days prior to the event to:
Event Approval Team: seo@pf.uq.edu.au
UQ Union Clubs & Societies: clubs@uqu.com.au
Events with VIP attendance, cc: events@uq.edu.au
Events with Media and Government attendance, cc: communications@uq.edu.au