Frequently Asked Questions (FAQ)

1. **What is the process for getting an event plan approved?**
   Request your date with the venue before submitting the Event Intake Form to secure a tentative hold on the proposed event space. All organizations and departments must then complete the Event Intake Form. The reservation will be confirmed after the Event Intake Form is approved. Registered Student Organizations must also start the Triton Activities Planner (TAP) at least 3 weeks prior the event date. Student organizations should click here for additional guidelines and information.

2. **What outdoor spaces are available for me to host my event?**
   Venue holds will be required before completing the Event & Activities Intake Form, and only venues with completed Return to Site Plans are approved to host in-person activities at this time. Any desired event venue will be able to confirm at the time of request if their venue is approved. Organizations interested in hosting their event in one of the Outdoor Classroom Pavilions should contact University Centers at OneStop@ucsd.edu for additional information and availability.

3. **Can we have an indoor event if all attendees are masked and physically distanced or even vaccinated?**
   Only outdoor events that meet the current Event Notice language are being considered for approval at this time.

4. **Do I need a hold with a venue in order to fill out the Event and Activities Intake form?**
   Yes, securing a hold on a desired location is required and should be your first step in the approval process.

5. **Who can fill out the Event and Activities Intake form?**
   Information and access to the Event and Activities Intake Form can be found on Blink and should be completed by the organizing faculty, staff, or student representative for the department, college, or registered student organization hosting the event. For Registered Student Organizations, only Principal Members are authorized to fill out the Event and Activities Intake Form. Center for Student Involvement Registered Student Organizations must also start the Triton Activities Planner (TAP) at least 3 weeks prior the event date.

6. **How long will it take for my Event and Activities Intake Form to be approved?**
   It is recommended that groups submit their Event and Activities Intake Form at least three weeks prior to their events.

7. **Is there a limit on the capacity of outdoor events?**
   Capacity for events will be limited per venue to account for physical distancing with a total limit of 100, inclusive of attendees, staff, and presenters at this time.

8. **Who is eligible to be a COVID-19 Monitoring staff member at my event?**
   A group’s designated COVID-19 monitoring staff can be a faculty, staff, or student who is identified as the “On-site Contact” on the Event and Activities Intake form. COVID-19 Monitoring staff will be
responsible for ensuring masking, physical distancing, and safety protocols are followed on-site. UC San Diego employees must complete the campus COVID-19 Return to Work Training. Additional COVID-19 Campus Resources and Guidelines can be found here.

9. Are off-campus students allowed to attend events on campus during Spring quarter?
   All current UC San Diego students are allowed to attend on campus events at this time.

10. Are non-UC San Diego students, faculty, or staff allowed to attend events during Spring quarter?
    On campus events and activities are limited at this time to current UC San Diego students, faculty, and staff.

11. Can non-affiliate speakers be hired for speaker engagements? What needs to be completed to bring a non-UC San Diego affiliated speaker to our on campus event?
    Non-UC San Diego affiliated speakers are permitted to be hired for speaker engagements. Any organization or department looking to bring a non-UC San Diego affiliated speaker to campus must complete a Performance Agreement.

12. Can I attend an Athletic event on campus?
    A maximum of two registered guests per scholar-athlete are all that will be allowed at select outdoor intercollegiate athletic events at this time.

13. Are tabling activities allowed?
    Information tabling is permitted on Library Walk with a reservation from University Centers. Any tabling activity that is handing out items aside from information flyers must complete the Event & Activities Intake Form and will be reviewed as a distribution event. A maximum of two people per table is allowed.

14. Will pre-registration be required for all event attendees?
    Pre-registration is required for all events with the exception of information tabling activities. All registration and attendance information must be maintained for at least two weeks following the event for potential COVID-19 contact tracing.

15. Will symptom screening be required to participate in events?
    Yes, symptom screenings will be required in accordance with current campus screening protocols.

16. Everyone attending my event has been vaccinated, does my organization need to follow masking, physical distancing, and campus guidelines?
    At this time, all events are required to follow all of UC San Diego’s Return to Learn COVID-19 Campus Safety Requirements for their attendees and any staff or vendors supporting the event.

17. Can food and beverage be consumed at events during spring quarter?
    Food and beverages are not permitted to be consumed at events, except for water which may be consumed when individuals are physically distanced. Pre-packaged food or beverage can be provided at distribution events as long as the items are consumed off-site.
18. My planned event doesn’t fit into the list of events currently being considered; can I submit an Event Intake Form anyway to see if it will be approved? At this time alternative events are not being considered.

19. My planned event doesn’t fit into the list of events currently being considered, when can I expect an update to the Event Guidance? Campus leadership is carefully evaluating the ramp up of campus operations and in-person activities in alignment with state and county guidelines while protecting and providing for the unique needs of the campus community. Any updates to campus guidelines regarding events will be available at returntolearn.ucsd.edu.

20. Can my department or student organization host an event off campus? No. If your department or student organization is hosting an off-campus, in-person UC San Diego event, this is in violation of this campus policy. You are strongly encouraged to consider the health and safety of our community. Violations of the University Standards of Conduct may be subject to the student conduct process for individuals or organizations.

21. Will all campus events be permitted again when California plans to fully reopen again on June 15, 2021? Campus leadership is carefully evaluating the ramp up of campus operations and in-person activities in alignment with state and county guidelines while protecting and providing for the unique needs of the campus community. Any updates to campus guidelines regarding events will be available at returntolearn.ucsd.edu.

22. What if conditions improve or county guidelines change? The current guidelines will remain in place at least through the end of Spring quarter.

23. Can my organization make a reservation and begin the approval process for our Summer or Fall Quarter event? At this time, events occurring April 19th through June 13th are being considered that follow current guidelines. Event organizers are encouraged to reach out to their desired venue directly with specific reservation questions.