GUIDANCE FOR ON-CAMPUS EVENTS

While COVID remains a concern, the following best practices are recommended for events through the 2021-2022 academic year, though restrictions may ease as conditions improve. While we encourage all groups to adhere to these recommendations, our focus will be on programs with 100 or more attendees*. If any of these larger programs wish to forego instituting any of these practices, it may require a formal approval process. (Please note that for all in-person events, regardless of size, attendees are required to complete the Safe Start Health Check before coming to campus and follow the university’s face covering policy.)

1. Programs may have up to 75% of the maximum possible capacity for the specific setup they are requesting in the space in which the event will take place.
   a. Example: If your event needs a theater-style setup in Student Center 160, and that space holds a maximum of 220 people in that configuration, you should plan to limit your attendance to no more than 165 people. If your event needs a banquet-style setup in that same room, and it holds a maximum of 120 people in that configuration, you should plan to limit your attendance to no more than 90 people. These are only approximations; the actual number of allowed attendees will depend on each event’s unique needs and layout.

2. When programs are requesting to hold banquets:
   a. Only round tables of 60” or greater diameter may be used; there can be no cafeteria seating (i.e., long rows of tables where guests are in close proximity and are only 30” from the person seated opposite them).
   b. Standard banquet rounds (60” diameter), which normally seat eight guests, should be used for no more than six guests at each.

3. Receptions where guests will not be seated for a formal meal, but will walk and mingle in close proximity while eating or drinking, should be avoided.

4. The organizers of events at which external guests will be present must verify that information with current requirements and restrictions will be sent to every guest attending in-person.
We understand every event is unique, and some event plans present more risk than others. If you hope to hold an event with 100 or more attendees that incorporates a setup or plans that do not align with the guidance above, please reach out to your CES event coordinator or rooms@seattleu.edu to determine if your event will require a formal approval process.

* Athletic events remain under previously established protocols.