Some tips for creating your scenario

- Briefly describe the event you want to organise (indoor/outdoor, number of participants, provision of food and drink...)
- Indicate how you will apply the general and specific Corona guidelines before, during and after your event
- Use maps, sketches...
- Send your scenario to infradesk@vub.be

Name of the event / organising entity:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Start time:</th>
<th>End time:</th>
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Location (campus, building, room, external location...)

Event manager: GSM:

CoronaSafe contact person: GSM:

Description of event

Indoor/outdoor? Audience? Number of participants? Seating/standing?

Registration of attendance

Describe here how attendance registration will be organised.

Hygiene measures

Describe here the measures you will apply in order to respect the rules on hygiene (hand hygiene, cleaning of surfaces and equipment...)

Measures to guarantee social distancing

Describe here the measures you will apply in order to guarantee social distancing (seating plan, circulation plan...)

Food and drink

If food and/or drink are provided during or after your event, describe here what will be provided (e.g. food truck) and how the guidelines will be implemented.

Enforcement of measures during the event

Describe here how you will ensure that all the measures are respected during your event.

Do you need support from central services?

Email infradesk@vub.be