



During the pandemic, many events have been transformed virtually. Please explain why it is essential for your activity to be held in person on campus:

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**ATTENDANCE**

Select the type of attendance expected:

Staff                       Faculty                       Students

Total expected number of participants: \_\_\_\_\_

Indicate the list of participants (including each person's first name, last name, email and cellphone number):

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I agree to not share any participant personal information that is required for contact tracing purposes.

*Please note: If your activity request is approved, the Activity Organizer will need to keep a list of participants (including each person's first name, last name, email and cellphone number) and share it with the Designated Space Administrator.*

**AUDIO-VISUAL NEEDS**

Do you require access to audiovisual equipment?

Yes                       No

Please describe the equipment you will need for your event:

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Will you be inviting participants to join the event virtually (hybrid)?

Yes                       No

## CATERING

Are you planning to have catering during your event?

Yes (note that only boxed lunches will be permitted)       No       Maybe

**Once completed, please return by email to Hospitality Concordia at [hospitality.booking@concordia.ca](mailto:hospitality.booking@concordia.ca).**