



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

SPECIAL CAMPUS ANNOUNCEMENT

Distributed via Campus Email

January 21, 2021

To: PVAMU Campus Community

From: Crystal Giles *Crystal Giles*
Director of Risk Management and Safety

Re: Approval Process For Campus Meetings and Events

Due to the continued safety precautions required during the COVID-19 pandemic, per System guidance on use of facilities by outside groups, **all external groups who want to hold face to face** meetings and events on campus must go through an approval process.

Those entities should complete the [Event & Meeting COVID-19 Approval Request Form](#) and return it to the Office of Risk Management & Safety at COVIDEventReviews@pvamu.edu **at least 7 days before the event.**

The entity should provide detailed information to assist the reviewers in determining whether the event will receive approval. Incomplete or inaccurate information may result in the denial of the event request. The form must also be signed by the area Vice President before it is submitted.

Please note, final event approval will come from the COVID Task Force.

*Student event approvals should continue the review process through the Office of Student Engagement.

If you have questions, please reach out to Risk Management & Safety at COVIDEventReviews@pvamu.edu.