Program and Event Notification Form

Amarillo College (AC) is committed to event safety during the COVID-19 Pandemic. AC will comply with the State of Texas Governor mandates for opening the State of Texas.

The event planner must submit this form to notify the College of the event and shall abide by applicable AC policies and regulations and reservation requirements governing AC programs and events held on campus or off campus.

The CDC continues to recommend the following safety precautions as best practices:

- Social distancing.
- Face coverings.
- Pre-packaged food and beverages.

The event planner must complete this form in its entirety and submit it prior to the event.

SUBMIT TO
- For student or employee activities, please send to the Vice President or the Associate Vice President to which the hosting department reports.
- For community and public activities, please send to Denese Skinner, Vice President of Student Affairs, Washington Street Campus, Student Services Center, room 228. dskinner@actx.edu.

AND
- For set-ups, please submit this form to the Physical Plant and complete their online work order request.
- For room reservations, please send this form to the room scheduler for the venue you use.

Date Submitted:

Person Requesting Approval:		
Title:		
AC Department if applicable:		
Phone Number:		
Email Address:		
Event Name:		
Date of Event:		
Location:		

AC reserves the right to change the event safety requirements or deny access to facilities if the Amarillo area hospitalization rates for COVID-19 are at or above 15%

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Event Start Time:	
Event End Time:	
Estimated Attendance:	
Who Will Attend The Event? Choose All That Apply.	☐Students ☐Faculty ☐Public

Description of event

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