

## Default Question Block

As outlined in the [Event Safety Plan Guidelines](#), event organizers are required to submit an attendance record for each in-person event hosted this Fall.

The attendance record must include the following information for each attendee:

First and Last Name

Email Address

Phone Number

The attendance form should be submitted within 24 business hours of the conclusion of the event.

## Event Organizer Information

First and Last Name

SIUE Email Address

Phone Number

Department/Unit or Student  
Organization Name

## SIUE Affiliation

- Academic Affairs
- Athletics
- Foundation and University Advancement
- Vice Chancellor for Administration
- Vice Chancellor for Student Affairs
- Student Organization

## Event Information

Event Date MM/DD/YYYY

Event Title

Event Reservation Number  
(n/a if not applicable)

Total In-Person Attendance

## Event Location

- Academic Classroom Spaces
- Bluff Hall
- Birger Hall
- Cougar Pavillion @ Vadalabene Center
- Cougar Village
- Evergreen Hall
- Korte Stadium
- Lovejoy Library
- Morris University Center
- MUC-Cougar Lanes
- Prairie Hall
- Quad (Stratton)
- School of Dental Medicine-Alton
- SIUE Gardens
- Student Fitness Center/RecPlex
- Student Success Center
- Vadalabene Center
- Woodland Hall
- Other Campus Location
- Off-Campus Location

Upload Attendance Information (must include first and last name, email address, phone number for each attendee)

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