

**UNCW Exception Request Form for
Activities, Events, Meetings, and all other Non-Course Instruction Gathering**

Requestor Name:

Phone Number:

Email Address:

Campus Department/Unit/Organization:

Type of Event:

Date of Event:

Event Start Time:

Length of Event:

Preferred Location of Event (if known):

Event Description:

Which exception(s) are you requesting?

Participant Limit

External Guests

of Anticipated Participants:

Type of External Guests:

Is this a recurring activity for Spring 2021 that requires a blanket exception?

If yes, please explain why and for how long the blanket exception is needed:

Please explain the rationale for the exception to the Campus Guidelines, along with details of the event. Details should include why this event needs to be held in person; a description of the event and the participants; if food will be served, and other important details that will help the Exception Review Committee (please attach an addendum document if more space is needed). If participants are under the age of 18, please review the Protection of Minors Policy and denote how this event will remain in compliance.

Please explain social distancing and health/safety protocols that will be utilized to protect participants.

Requestor Signature:

Date:

Divisional Approval Signature:

Date: