The following is an example outline of an organization event planning guide. This document is part of your organization's governing documents and will expand on topics mentioned in your constitution. Ideally, your event planning guide should be a contain summary of your organization's activities.

Consult the Texas A&M University COVID-19 Guidance page, Student Organization Event Planning Guidance and Texas A&M Student Organization Manual when creating your event planning guide.

- **Section One: Day-to-Day Operations**
  - Meeting schedule and protocol, particularly:
    - What in-person, virtual, and/or hybrid options will be available?
    - How will masks, physical distancing, and facility capacity guidelines be enforced?
  - Protocol for other regularly-scheduled meetings:
    - What in-person, virtual, and/or hybrid options will be available?
    - How will masks, physical distancing, and facility capacity guidelines be enforced?
  - Membership requirement/expectations
  - Facility management protocols for facilities owned and/or used by the organization
  - Important contacts (space reservation, approvals needed, etc.)

- **Section Two: Events Hosted by the Organization**
  - Event #1: NAME HERE
    - Planning timeline
    - Important contacts
    - How will your advisor review and approve this event?
    - What additional internal and external approvals are necessary?
    - Day-of-Event plans
    - Safety & Risk Management plans (using PREFF model of risk management), particularly:
      - What in-person, virtual, and/or hybrid options will be available?
      - How will masks, physical distancing, and facility capacity guidelines be enforced?
      - How will the organization handle health/symptom/illness checks or confirmations at the event?
      - How will the organization collect and track in-person attendance information to support contact tracing efforts as needed?
  - Event #2: NAME HERE
    - Etc.

- **Section Three: Emergency Management Plan**
  - COVID-19 Specific Emergency Management Protocol:
    - Reporting protocol (to both the university and your advisor)
    - Contact tracing plan
    - How will the organization handle an incident where symptoms/illness became evident at or during an event?
  - Communication plans with officers and advisor/s
  - Event cancellation protocol
  - Travel-related guidelines
  - Injury protocol
  - Information/Documentation Retention policies
  - Member emergency contact info
  - Waiver and/or Acknowledgment of Risk templates