

Northwestern | WIRTZ CENTER

Please complete the form and send to wirtzspace@northwestern.edu.

Contact Information

Student or Student Representative Name: _____

Student / Student Rep Email: _____

Student / Student Rep Phone Number: _____

We may ask that your Faculty or Staff Advisor be present for the in-person component of your event as necessary.

Faculty / Staff Advisor Name: _____

Advisor Email: _____

Advisor Phone Number: _____

Event Information

Hybrid events with a small in-person component cannot exceed 10 people total or 50% capacity, whichever is fewer (including organizers, participants, actors, and production team). You may not host in-person audiences or visitors.

What type of event is your reservation?

☐ Rehearsal

☐ Student Production

☐ Thesis Project

☐ Other: _____

How many people are on your team (production, cast, crew, etc.)? _____

How many people do you expect in the room at a maximum? _____

How will your remote members participate?

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It is required that you track names of all participants in the room for contract tracing.

What is the need for this reservation to have an in-person component, as opposed to happening virtually?

Start Date: _____

End Date: _____

How will you be reducing the in-person time together in the space?

What is the proposed space for this reservation?	Wallis	Struble
	101	201
	South	Bergen

Other: _____

Covid Guidelines

What is the adjusted capacity for the space? _____

Is social distancing possible and if so, how will you be enforcing distancing?

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Please sign below to show that you have read and agree to comply with our COVID guidelines here.

Signature: _____

Date: _____