



## **EVENT COORDINATION FORM**

The undersigned appeared before the office of the Department of Public Order and Safety (DPOS) for the holding of a public event, community service, humanitarian purposes, and other activities where people are to congregate in public place.

Pursuant to the 2<sup>nd</sup> Updated General Community Quarantine (GCQ) Guidelines issued by the City Mayor on June 1, 2021, coordination shall be made at least Five (5) days in advance and shall provide the following details on the organizer's crowd control plan.

Name of Event: \_\_\_\_\_

Organizer/Person Responsible for Event: \_\_\_\_\_

Contact Number of Person Responsible for Event: \_\_\_\_\_

Date/Duration of Event: \_\_\_\_\_

Place of Event: \_\_\_\_\_

No. of Participants/Beneficiaries: \_\_\_\_\_

No. of Marshals for Crowd Control (Submit list of marshal): \_\_\_\_\_

The event organizers should, to the fullest extent feasible, record the names and contact details of all attendees. If the gathering takes place in an events venues such as function room, meeting hall, mall or building, Kyusi/Pass digital contact tracing should be used as far as possible.

The event organizers shall also coordinate with the Barangay Captain having jurisdiction where the event will be held.

The event organizers and person responsible of the event shall be liable for any violation of the health protocols, aside from the liability of the participants themselves.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2021 at DPOS, Quezon City.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Contact No. \_\_\_\_\_