

STUDENT CLUB NON-BARD VISITOR REQUEST INSTRUCTIONS

Updated 9/14/21

If you would like to bring any non-Bard visitors, speakers, performers, event companies, etc. to campus for an event, you **MUST** complete ALL of the following steps. If even 1 of these steps is missed, you will **NOT** be allowed to bring that person(s) to campus. **NO EXCEPTIONS!**

Effective August 1, 2021, all visitors to Campus facilities must be fully vaccinated. Visitors who are not vaccinated may walk the campus grounds, but must remain entirely outdoors, masked, and physically distanced from others and may not enter any campus facility.

- Compile a complete list of everyone that will be coming to campus including their first and last name(s), the company they represent, the date of their visit/event, vaccination status, approximate times of arrival and departure, contact information, and the location of the event.
- Email the information indicated above to communityhealth@bard.edu and cc studentactivities@bard.edu as well as sparcevents@bard.edu.
- Prior to registering your event with SPARC, collect proof of vaccination from all visitors - this can include photos or screenshots of vaccination cards or excelsior passes. You will need to present this proof at the time of registration. **NO EXCEPTIONS!!**
- Meet with a SPARC Intern to register your event. Office hours are Monday - Friday from 9 AM - 5 PM. During registration, you will be asked to email proof of vaccination to sparcevents@bard.edu

Given the high volume of visitor requests, it's recommended that you begin this process **AT LEAST** 1-month prior to your event date.

If you have any questions, please email studentactivities@bard.edu