**Appendix B: Demonstration and Activity Proposal Review**

**Instructions:**

1. The MIT Host/Responsible Employee should complete Section 1 of the form and return it to the EHS Coordinator of the MIT Host at least two weeks prior to the event.
2. After being reviewed, the form will be returned to the MIT Host/Responsible Employee in order for EHS recommendations to be implemented prior to the event.
3. Once recommendations have been completed, fill out the last section of the form and return it to the MIT EHS Coordinator.
4. EHS Coordinators please send a hard copy to the MIT EHS Office, attn: Event Safety for central filing.

**Section 1: Description of Event (to be completed by MIT Host/Responsible Employee)**

Date:      /     /

MIT Host/Responsible Employee Name:       Title:

Email Address:

Work Phone:      -     -      Mail Stop:

*Additional Personnel involved:*

Name:       Title:

Name:       Title:

Name:       Title:

1. Name of MIT DLC Host (Department where activity/tour will take place):
2. Name of MIT DLC Sponsor (if different from Host):
3. Area to be toured/location of activity (building and room numbers):
4. Name of Group Visiting:
5. Date of Visit(s):
6. Group size/Number of participants:
7. Are all participants over 18 years of age? [ ]  Yes [ ]  No
8. If the answer was NO to question # 7, what is the age range of participants?
9. Please describe the proposed demonstration/ hands-on activity (Include detailed information, i.e., materials, volumes, and the number of staff you will have assisting the group. Attach additional papers/documentation as necessary).

1. List potential hazards identified and the proposed safeguards for each.

1. Hazard-specific safety instructions to be provided to visitors:

**Section 2: EHS Review (to be completed by EHS personnel)**

EHS Recommendations (attach additional sheets if necessary):

List any additional training requirements for visitors:

EHS Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Recommendations Implemented (to be completed by MIT Host)**

Date Recommendations Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MIT Host/Responsible Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Additional Personnel involved:*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: