

# **EVENT ATTENDEE REGISTER**

For Gatherings and Events

As part of the agreement for use of municipal facilities for an event, the organizer (listed below) must agree to collect attendee contact information.

By [Order of the Provincial Health Officer, revised September 18, 2020](#), Organizers of permitted Gatherings and Events are required to collect the contact information of all persons who attend their event. The Event Organizer must retain these lists for thirty days in case there is a need for contact tracing, in which case the information must be provided to the regional medical health officer. You may use any method you wish to collect and save this information. This document is simply provided as a template to support your event for you to collect and save contact information should you so choose to do so.

<b>Event / Gathering Date(s):</b>	
<b>Location:</b>	
<b>Permit #:</b>	

Event Attendee First and Last Name		Contact information (telephone and/or e-mail)
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<b>Event Attendee First and Last Name</b>		<b>Contact information (telephone and/or e-mail)</b>
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By signing below, I acknowledge that (to the best of my ability) this register lists all persons who have attended the above event, and that all persons listed on this form have been advised as to the purposes for which their personal information is being collected.

<b>Organizer's Signature:</b>	
<b>Date:</b>	
<b>Name (Please Print):</b>	
<b>Contact Telephone:</b>	
<b>Contact Email:</b>	

**Please keep this list for a minimum of 30 days after your event has ended. Upon request, you must provide this list to the Public Health Officer for contact tracing purposes.**