



Human Resources

District In-person Event Roster

This form is intended to document in-person attendees at all District-sponsored events to support the District’s contact tracing process as part of its COVID-19 health and safety protocols. Managers responsible for overseeing District-sponsored events should complete this form and submit it to HRAdministration@cerritos.edu within 24-hours of the conclusion of the in-person event.

Organizer Name: _____ **Job Title:** _____

Title of Event: _____

Date(s) and Time(s) of Event: _____

Event Location (include building and room number or address if off campus): _____

Attendee Name (First and Last)	Email Address (or other contact method if email is unavailable)	Affiliation with the District

