

COVID-19 EVENT MANAGEMENT TEMPLATE

In accordance to the [Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation](#), an event's size can exceed 20 individuals but no more than 50 during the moderate restriction level, and 50 individuals during the low restriction level, if organizational oversight can be provided that ensures guidelines are followed. You are required to complete the following event management template to assist in efforts to plan a safe event. This document must be kept and available for inspection by the local health officer or their designee.

EVENT DETAILS			
Event Name:			
Event Location:			
	<i>Address</i>	<i>City</i>	<i>Zip</i>
Party Responsible for Organizational Oversight:			
	<i>Address</i>	<i>City</i>	<i>Zip</i>
	<i>Email Address</i>		<i>Phone</i>
Event Date(s):			
	<i>Start Date</i>	<i>End Date</i>	
Anticipated Number of Attendees:			
	<i>Per Day Total</i>	<i>Grand Total</i>	
Event Type	<input type="checkbox"/> <u>Static</u> : events where the attendees primarily enter, watch and depart <input type="checkbox"/> <u>Interactive</u> : events where attendees create a traffic flow and interact with each other <input type="checkbox"/> <u>Participant</u> : events where attendees primarily participate in an activity or production <input type="checkbox"/> <u>Community</u> : events with many activities and populations centers and likely a random traffic pattern		

Attendees, Employees, Volunteers, Players, Performers, Actors, Etc.

Checklist:

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Symptom checking: symptoms checked (checklist or verbal), including temperature checks when feasible <input type="checkbox"/> Face coverings are worn at all times during high restriction level. During moderate face coverings must be worn when 6ft. social distancing is not possible. Face coverings may be removed when eating. <input type="checkbox"/> Ensure that face coverings are available | <ul style="list-style-type: none"> <input type="checkbox"/> Provide accommodations to high-risk employees & volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customer <input type="checkbox"/> Comply with all distancing and hygiene guidelines |
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Keep a record of Attendees:

Please describe how you will record the name and contact information for each attendee, along with seating assignments or designated sitting/standing areas, to help identify and contact potential exposures

Social Distancing

A 6-foot distance must always be maintained between household groups including while seated, limiting the number of people in a confined area to enable adequate distancing at all times. Congregating at any point is not allowed.

**Attendees are required to enter and exit through different locations to help ensure social distancing.*

Please describe your plan to maintain appropriate social distancing throughout the event.

Attendees at Increased Risk for Severe Illness

Set an established window time for higher-risk groups to come in without pressure from crowds and/or separate entrances and queues, please describe your plan to accommodate higher-risk attendees.

Signage

Maintain signage to remind and help individuals stand or sit at least 6 feet apart, please describe your plan to maintain signage including the number of anticipated signs as well as locations.

Payment Options

Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations, please describe your plan for payment. Fill in if applicable.

Hygiene & Sanitization

Provide sanitation for high-touch areas, please describe your plan to provide hygiene and regular sanitization throughout the event.

Event Food or Catering

Checklist:

- Serving and seating protocols consistent with restaurant guidance
- Event seating is compliant with restaurant dine-in guidance. *6ft between households not sheltering in the same house.
- To the extent reasonable, serve grab-and-go food items
- Maintain 6-foot distancing for all lines

Additional Safeguards

Please share any additional planned safeguards or measures being enacted at the event.

Signature

Please provide the signature of the organizational representative that will be responsible for ensuring event oversight.

Printed Name

Title

Signature

Date

By signing this document, you are agreeing to act as the "organizational oversight" or person of authority, who is responsible to make sure all health and safety guidelines at your event are being followed.