

HOSTING EVENTS DURING COVID-19

› Registration

- Place registration tables at least 6-ft apart from each other and away from event entrance to keep guests distanced.
- Provide SWAG during registration instead of during event.

› Staffing

- Schedule an event and AV staff meeting 30 minutes prior to event to review necessary protocols (address the importance of being on time for that meeting).
- Schedule “back-up” staff in case a regular staff member cannot attend at the last minute.
- Cross-training with staff members ahead of time is important for large events to keep the event moving smoothly in case someone cannot work the event.

› AV

- All mics used by multiple people should be freestanding, not handheld.
- Emcees should have their own dedicated mic or lavalier, not to share with others.
- Have masks discreetly available nearby if a speaker wants to wear one (ie: in a basket), and staff or AV personnel is to distribute those masks while wearing gloves.
- Ensure AV team knows how many speakers will be attending so AV can adequately prepare for enough mics and lavaliers ahead of time.

› Supplies

- **Walkie Talkies:** very helpful for larger event needs, shuttle loading, and for dismissing guests to comply with physical distancing.
- **Pens:** provide enough new or sanitized pens to give to guests to keep so sharing is not necessary.
- **Sharpies and Gallon-sized Baggies:** have a large supply of these on hand. Once an item is used, place it in a bag labeled “Items To Be Sanitized”.
- Be over-prepared instead of under-prepared, have an **ample supply of PPE items**, you will use them more than you realize.

› Sanitizing

- Provide a staff timeline/cleaning log clipboard at registration for sanitizing at the event. List precise areas that need to be cleaned, preferably at every hour. Assign staff members to do this, then they log in the time and initial that it was completed.

› PPE

- **Wristbands** – staff need to secure these to guests’ wrists, do not just hand guests the wristband.
- **Thermometers** – allow time for thermometer to reset between each reading and have several thermometers available to reduce wait time.

› Signage

- It is imperative that **large and clear signage** is provided to mark entrances as “Exit Only” and Entrance Only,” otherwise guests will not notice.
- Brightly colored tape is helpful to mark where people should stand or sit.

› Catering

- Keep food tables covered until time to release guests for food.
- Provide signs on food tables, “Please Wait To Be Served”.
- For large events provide separate food table for staff.
- Include signage on all boxed meals with meal descriptions and secure utensils to sides of each container with tape or other means.
- For rows of boxed meals on several tables, display signs: “Chicken Row”, “Vegetarian Row”, etc.
- Snacks: Provide individually wrapped snacks and place them at each seating area at dining tables, this eliminates lots of hands touching them on food tables.
- Assign staff personnel to be on “chair/audience seating duty” to rearrange chairs when necessary to comply with physical distancing.
- Provide extra catering staff so **no food tables are left unattended, including beverage tables**. Garnishes like lemon wedges need to be served to guests. This needs to be addressed with the caterer ahead of time.
- Water should be provided in individual water bottles, not via water dispensers, too many hands touching the dispensers.
- Consider having catering staff serve water/provide water.

› Dismissing

- **Dismiss guests in small numbers** by rows or table numbers to allow for dining, activities, and exiting the event. If event spans over a couple of days, alternate which tables/rows are called in the beginning so everyone has a chance to be first.
- **Dismiss guests in small numbers** to load shuttles to avoid a large crowd rush when event concludes, and ask everyone to remain seated until they are called.