COVID-19 EVENT PLANNING TEMPLATE

In accordance with Governor Herbert's Executive Order, event size can exceed 50 individuals if organizational oversight can be provided that ensures guidelines are followed. Formal organizations are required to complete the following event management template to assist their 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:	Address	City	Zip	
Party Responsible fo Organizational Oversight:	Address Email Address	City	Zip Phone	
Event Dates:	Start Date	End Date		
Anticipated Number of Attendees:	Per Day Total	Grand Total		
Event Type	 Static: events where the attendees primarily enter, watch and depart Interactive: events where attendees create a traffic flow and interact with each other Participant: events where attendees primarily participate in an activity or production Community: events with many activities and populations centers and likely a random traffic pattern 			
Employees, Volunteers, Players, Performers, Actors, Etc.				
Checklist:	 Symptom checking symptoms checked (checklist or verbal), including temperature checks when feasible Face coverings are worn in settings where other social distancing measures are difficult to maintain Ensure that face coverings are available 	 □ Provide accommodati high-risk employees & minimize face-to-face assign tasks that allow individuals to maintai distance from other ecustomer □ Comply with distancinguidelines 	& volunteers; e contact, v these in a 6-foot employees or	

Tracking Attendance: Must have the ability to track attendance, please describe your plan to track attendance to support contract tracing.
Social Distancing A 6-foot distance must be maintained between household groups at all times including while seated, limiting the number of people in a confined area to enable adequate distancing at all times, and congregating at any point is not allowed. Please describe your plan to maintain appropriate social distancing throughout the event.

High-Risk Attendees Set an actablished window time for high risk groups to some in without pressure from grounds and/or songrate
Set an established window time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues, please describe your plan to accommodate high-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.
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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.
Hygiene & Sanitization Dedicated staff for sanitizing high-touch areas, please describe your plan to provide hygiene and regular sanitization throughout the event.

Concessions					
Checklist:	 Serving and seating protocols consistent with <u>restaurant</u> guidance Any concessions/restaurant seating is compliant with <u>restaurant dine-in guidance</u> 	 Encourage contactless payment To the extent reasonable, serve grab-and-go food items Maintain 6-foot distancing for all lines 			
Additional Safeguards					
Please share any addit	ional planned safeguards or measures being enac	ted 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			