Event Guidelines Checklist

Getting Started

☐ Submit event to the ASU Special Event Registry
☐ Schedule Event Coordinator and Student Organization Advisor to be onsite for the event

Health & Safety

☐ Confirm venue space has been sanitized in accordance with ASU, state, and CDC guidelines
☐ A sanitization plan has been developed and communicated to event team for both during and post-event
  ☐ Sanitization of items used during the event between each use (i.e. microphones, podium, etc.)
  ☐ Hand sanitizing stations throughout the venue
  ☐ Hand washing stations (restrooms) are stocked and monitored
  ☐ Full room sanitization has been scheduled with the venue and/or Facilities Management
☐ All health & safety supplies have been ordered and transported to event location
  ☐ Disinfectant wipes
  ☐ Hand sanitizer
  ☐ Disposable gloves
  ☐ Disposable masks
☐ Mask enforcement plan has been developed and communicated with event team
  ☐ Masks will be provided for attendees who need one

Communication

☐ All communication includes COVID-19 Safety Guidelines & Exposure Procedures
  visit University Events & Protocol Guidelines for standard event communication & other resources
  ☐ Invitations
  ☐ Email reminders
  ☐ Pre-event communication emails
  ☐ On site signage
  ☐ Staff has been prepped with health & safety protocols

Signage

☐ All event signage is approved and in compliance with the COVID-19 safety guidelines
☐ All event signage is placed in high traffic areas
☐ A plan has been communicated with venue manager and staff for install and tear down
Attendees
- Attendance has been capped at 50 persons. *(50 includes faculty, staff, speakers, etc.)*
- An RSVP and check-in process have been developed and put in place *(Student Organizations are REQUIRED to use SunDevilSync, all others Aventri is recommended)*
- A contingency plan has been developed for the event in case there are over 50 people in attendance. This plan has been communicated with the event team to execute if needed
- Event Coordinator has been identified and briefed on event roster maintenance and exposure procedures if an attendee should test positive for COVID-19
- Virtual participation is planned and communicated for those who cannot attend the event in-person

Venue
- The venue has been set up in adherence to the 6-foot distancing requirements, including general queuing and other COVID-19 safety protocols
- Staff has been identified and briefed on protocols to enforce regarding venue safety measures and not to allow any movement of furniture

Food & Beverage
- A plan has been developed and communicated with the event team for enforcing Food and Beverage safety protocols.
  - Attendees must be spaced 6 feet or more from each other.
  - Food and beverage must be pre-packaged, single-serving with single-use utensils in a "grab-and-go" style.
  - Attendees may remove their mask while actively eating or drinking (this does not include snacking).
  - Staff is expected to enforce all protocols throughout the event.
- All catering items (if necessary) are “grab-and-go” with pre-packaged disposable utensils and have been stationed where guests can access them while remaining physically distanced as they exit the event.

Handouts, Gifts & Giveaways
- All promotional items are pre-packaged and will be safely distributed
- All handouts (agendas, documents, etc.) are safely distributed *(electronic agendas or Aventri app recommended)*