EVENT PLANNING CHECKLIST

☐ Develop an event outline including event organizer’s information, staff contact list, schedule, and activities.

☐ Review UF’s event permit/planning and COVID-19 guidance. Commitment to following that guidance.

☐ Review of activity risks (close contact, active spectators, dance, music). Steps to mitigate those risks.

☐ Contact the desired venue to reserve space for the event. Staff will work with you to discuss your vision and review event and venue details including contracts, floorplan, allowable capacity, and event flow for 6-ft physical distancing.

☐ Review food and beverage service requirements (see University of Florida requirements at www.bsd.ufl.edu/catering/)

☐ Confirmation of supplies, and cleaning/sanitizing protocols, for attendee hygiene and health:
  • PPE (face-masks, gloves, gowns, etc.) as task-appropriate for on-site event personnel;
  • Hand sanitizer available to all participants and attendees throughout the event venue;
  • Appropriate cleaners and disinfectant as needed for all event equipment and materials.

☐ Actions for COVID-19 symptom response during the event:
  • Clear and accessible guidance for venue occupants who show symptoms;
  • Clear and accessible guidance for event staff reporting or responding to illness;
  • First-aid services and isolation rooms available on-site for the event.

☐ Develop marketing plan to advertise the event. Make sure your attendees are aware of any health and safety precautions or modifications.
  • Usage provides signs in the venue noting face coverings, 6-ft physical distancing, health awareness;
  • Event coordinator announcements during introductions with health-awareness expectations.

☐ Cleaning/sanitizing all event-related equipment and materials before, during, and after the event.

☐ Touchless check-in, health screening, and security checks at access-control points for the event:
  • Prop open entrance/exit doors during ingress/egress – Designate crowd flow directions;
  • Stagger arrival/departure times and other event activities to support 6-ft physical distancing;

☐ Contact rosters (names, phone numbers, email addresses, seating charts) for attendees and participants, kept for 30 days following the event, for COVID-19 contact tracing if needed as public health response.