

# COVID-19 EVENT MANAGEMENT FORM

We require event hosts to complete this form to help plan and execute a safe event. This form will be helpful for contact tracing purposes if COVID-19 cases are identified at the event.

## Event Details

**Event Name \***

**Event Location \***

Address Line 1		
City	State <input type="text"/>	Zip Code

**Anticipated Number of Attendees Per Day \***

**Anticipated Number of Attendees Grand Total \***

**Event Start Date \***

**Event End Date \***

**Event Type (Select all applicable)**

- Static Event: 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.

## Contact Information

**Person/Group Responsible for Event Organization \***

First	Last
-------	------

**Address \***

Address Line 1		
City	State <input type="text"/>	Zip Code

**Email \***

**Phone \***

## Event Questions

**Post signage \***

*Please describe how you will post signage that: (1) lists COVID-19 symptoms; (2) asks individuals experiencing COVID-19 symptoms to stay home; (3) provides notices of face mask or physical distancing recommendations.*

**Face masks \***

*Please describe how you will require each individual attending indoor social gathering to wear a face mask. Masks are required for crowded, indoor spaces where physical distancing isn't possible.*

**Attendee conformation\***

*Please describe how on the day of the event you will require each attendee to confirm that they are not subject to isolation or quarantine requirements and is not experiencing any symptoms of COVID-19.*

**Physical distancing \***

*Please describe how you will require physical distancing at the event.*

**Attendee notification \***

*Please describe how within 24 hours of receiving notice that an attendee of the event tested positive for COVID-19, you will notify each attendee who was within six feet of the positive case for more than 15 minutes cumulatively.*

**Additional safeguards**

*Please share any additional planned safeguard or measure being enacted at the event.*

**Print Name**

**Signed Date \***

?

**Signature \***

---