Student Organization Event Planning Checklist & Safety Resources

Each of us in the OWU community has a great responsibility. If we follow campus guidelines and act with care and empathy, we can create a campus environment where OWU students, faculty, and staff can work, study, live, learn, and interact in ways that fulfill our educational mission and protect the health, safety, and well-being of us all. **The following checklist must be used when hosting an event/ gathering with more than 10 people.**

The following must be available at the event/gathering:

- PPE: Masks
- PPE: Gloves
- Hand sanitizer
- Sanitizing wipes
- Directional signage (floor arrows, entrance/exit only)
- Tape/barrier for space parameters/lanes/lines spacing
- Temperature Scanner (optional)
- Plexiglass (optional)

**GENERAL**

- Register event/gathering on Engage
- Require a mask at event/gathering
- Decide appropriate room sets & physical distancing requirements
- Obtain extra masks from the SIO to distribute at event
- Determine separate entrance & exit doors
- Determine the procedure for releasing audience from the rows
  - Closest to the exit first, then row by row to minimize contact
- Determine the flow of traffic and create way aisles/hall way lanes
- Prepare to clean musical/tech gear in between sessions
- Determine how to minimize contact with ticket entry
- If the event/gathering has food, review food policy
- Decide event monitor to physical distancing requirements
- Add language to ticket confirmation/website to include procedures/liability release
- Communicate safety plan/expectations to attendees in advance
- Determine the max amount of people who can attend as well as max number in a room/building
**TRAINING & ACCOUNTABILITY**
- Provide training for event staff/pre-event onboarding
- Share attendance expectations
- Assigned event staff responsibilities
- Educate event staff & attendees on importance of capacity/physical event attendance/procedures

**ADDITIONAL CONSIDERATIONS**
- Should we take attendance temperature at entrance?
- Do we need to consider contact tracing procedures?
- Should we consider having a virtual component?
- Does our advertising clearly communicate attendee expectations?
- Do we need to consider reserving projection equipment?