

## 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?