

Specific Measure or Action	Responsibility
Budgeting:	
Event Budget (additional space) – Budget may need to increase to take into account a larger space based on social distancing guidelines. Work with the venue to see what can be done with regards to venue costs.	Event Organiser
Event Budget (additional equipment) - Budget may need to allow additional equipment, for example PE (masks, gloves, sanitiser, extra signage etc.), hybrid options for virtual options.	Event Organiser
Health & Safety Protocols:	
Face coverings – Will all attendees have to wear them? What is your policy/the venue policy? Will you give them out at registration?	Venue / Event Organiser
Sanitiser stations – Will these be provided by the venue? Carefully review and identify high touch points.	Venue
Venue staffing – What is the venues policy if an employee has Coronavirus symptoms? Do they offer sick pay so that employees do not have to come to work? Does the venue have contingency plans in the event that staff cannot attend work (due to symptoms or track and trace notification)?	Venue
Medical policy – What happens if a delegate gets sick with COVID-19 symptoms during the event? Does the venue have a policy in place for this? Where should this person be placed in order to be isolated from the other delegates? Should the other delegates be informed and how? Prepare a contingency plan for this scenario with the venue.	Venue
Thermal Reading policy – Will the venue take temperature checks on arrival? How will this be managed onsite? What is the contingency should a guest/speaker be turned away?	Venue / Event Organiser
Medical Personnel – Does the venue have a Doctor/Nurse onsite?	Venue
Venue COVID-19 Policy – Any venue/partner supplier will have published their Covid-19 Policy and if they haven't published, they will be able to share it with their customers. This should outline how they plan to manage increased hygiene protocols, social distancing measures and may include changes in cancellation and postponement clauses Important to have this for all suppliers.	Venue
<p>Examples of measures venues may have in place:</p> <ul style="list-style-type: none"> • Signage in its lobbies to remind guests to maintain social distancing protocols • Removing or re-arranging furniture to allow more space for distancing • Face coverings & gloves mandatory for venue staff • Increased cleaning in public areas • Reduced paper products in meeting rooms (conference pads) • Coffee and water stations replaced with bottled water • Food & beverages in individual servings (no buffet) • No self-serve options to reduce over contamination • Sanitising floor mats at entrances to venues • Hand sanitizing stations at the entrances to venues, near reception desks, elevators and meeting spaces. • If booking accommodation - contactless check in, using mobile phone to access rooms, using mobile phone for special requests and to order room service that will be specially packaged and delivered right to the door without contact. 	

<ul style="list-style-type: none"> If booking accommodation - Hotel rooms sealed once cleaned by housekeeping staff 	
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Venue Contracting:	
Postponement / Cancellation - Factor in a clause should the event be impacted by any further lockdown. Terms for postponement / cancellation	Event Organiser
Rental of larger meeting spaces – Negotiate favourable terms if you need to rent a larger meeting space to accommodate social distancing	Event Organiser
Delegate attrition – Negotiate favourable terms with regards to catering numbers should you have a last minute reduction in numbers	Event Organiser
Set up / Breakdown times – Consider impact of social distancing on access, set up and derig timings. Liaise with your other suppliers and ensure contract times reflect requirements	Event Organiser
Event Space Planning:	
Conference Room Capacities – Capacities will be impacted and the venue should have drawn up revised plans based on social distancing guidelines	Venue
Other events taking place at the venue – Will there be other conferences taking place on the same day? Any shared space? Do you need to consider a buyout? What will the occupancy be in the hotel for bedrooms, will the foyer be busy? Can event groups have their own bathrooms exclusively?	Venue
Venue layout – Will there be more signage/staff to direct guests and encourage social distancing. How will chairs within the room be laid out and how regularly are they cleaned?	Venue
Venue layout - Explore layouts that do not compromise on the atmosphere of the event – get creative	Venue / Event Organiser
Venue staffing – What is the venues policy if an employee has Coronavirus symptoms? Do they offer sick pay so that employees do not have to come to work? Does the venue have contingency plans in the event that staff cannot attend work (due to symptoms or track and trace notification)?	Venue
Registration point – will venue provide screened registration desk as part of standard furniture set up? Is there an option through the venue to consider on-demand name badges – less space needed for a socially distanced registration desk	Venue
Registration point – Will more time be needed for guests to pass through registration? Will they need to wash/sanitise hands on arrival? Do you have sufficient space to allow for queueing? May need to think about your agenda to allow for additional time	Venue / Event Organiser
Cloakrooms – Can the venue safely offer a cloakroom? How will they manage this?	Venue
Delegate access – Do lift access requirements work for your numbers and arrival timings?	Venue
Supplier access – Obtain clarity on number of people allowed per loading lift. Ensure all suppliers are aware	Event Organiser
Socially distancing – who is responsible for reminding attendees to socially distance? Will the venue supply additional staff?	Venue / Event Organiser
Guest flow – Check entrance and exits from the venue – Can you have a dedicated entrance/exit for your guests?	Venue
Guest flow - Use floor markings inside the commercial spaces to facilitate compliance with the social distancing advice of 2 metres, particularly in the most crowded areas, such as serving counter	Venue
Virtual Capabilities – Check the capacity for WIFI / Hardwire internet. Check the bandwidth for having a virtual option as standard for guests that decide not to attend in person	Venue

<u>Catering:</u>	
Catering breaks – Consider the format of your catering breaks. Do you need to provide boxed lunches? Other food and beverage options? How will the venue manage any queues? How can you ensure social distancing in the space you have? If a normal break (pre-COVID) takes 30 minutes, how long will it take for everyone to take a comfort break (including washing hands) and return to the meeting now? Could there be staggered break times?	Venue / Event Organiser
<u>Materials:</u>	
Venue pads/pens – Considering the standard equipment provided and whether it is necessary or can be removed Consider asking guests to bring their own material if they need them. We ask that Event Managers are still considering the most sustainable options during these times.	Venue / Event Organiser
Sustainability - How does the Venue/Supplier still comply with hygiene regulations whilst still adhering to sustainability considerations. Ask the Venue/Supplier for their updated policy.	Venue
Gifts/Giveaways – Consider suppliers that you are working with and their updated sustainability policies. Should giveaways be avoided?	Event Organiser
<u>Production/AV:</u>	
Microphones – Consider contactless microphone requirements – can the speaker attach their own, wipe it down themselves, before and after the session? How many extra mic’s will be required so they are not passed back and forward too quickly? How will you reassure the presenter that all hygiene protocols	Supplier / Event Organiser
Staging – With more space in the room, the audience will have more visibility of the speakers – so a stage might not be required. A bigger screen or more screens with larger fonts may need to be used to allow for attendees to be positioned further away from the stage & speakers. Panellists will need to be positioned with the required distance between them - you may need a much larger stage. A lectern may need to be repositioned so that the speaker is more than the required distance from the front row of the audience	Supplier / Event Organiser
Managing Q&A – Passing of handheld microphones around the audience for questions will not be possible – however, you may not need this if there are less people in the audience. You could use technology for audience interaction, chat through slido or other platforms could work if the speakers/facilitators are comfortable	Supplier / Event Organiser
Announcements – Consider making regular announcements to remind attendees to follow social distancing advice and clean their hands regularly etc	Event Organiser

Supplier considerations (all partner suppliers):	
Staffing – What is their policy if an employee has Coronavirus symptoms? Do they offer sick pay so that employees do not have to come to work? Does the venue have contingency plans in the event that staff cannot attend work (due to symptoms or track and trace notification)? To include full onsite crew and local crew.	Supplier
Access – Does your supplier need additional time for set up and de-rig?	Supplier
Face coverings and sanitiser – what are your supplier’s policies? Suggest all suppliers wear during set up and de rig. Venue to ensure hand sanitiser is available throughout the space.	Supplier / Venue
Cleaning – who is responsible for final clean of any kit / equipment / décor? Each individual supplier or venue?	Supplier / Venue