

COVID SAFE EVENT PLAN

Event name	
Plan completed by	
Date of completion	
Event date	
Description of activity taking place	

Total size of event space in square metres?	
Maximum number of event patrons, volunteers and stall holders at any one time? *1 person per 4 square metres.	
How will you monitor the number of event patrons, volunteers and stallholders in the event space?	

Who will you require contact tracing details from?	
How will this be performed, monitored and stored?	
What conditions of entry will you have in place?	

What personal protective equipment will you provide to event patrons, volunteers and stallholders?	
Where will this be available?	

What measures will you have in place to promote social distancing?	
How will your stallholders promote contactless transactions?	

How will you advertise your COVID safe requirements and mitigation measures to stallholders?	
To event patrons?	
To volunteers?	

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