Event Proposal Suggested Components

This table is to help guide event planners/businesses while creating their proposals during the COVID-19 Pandemic. It does not include every element needed for an event proposal, so please add anything in that may be a unique element to the event.
Please allow 5 days for the review process. Follow-up questions will be communicated via email, so be sure the correct email(s) is used. Public Health Orders are subject to change and may affect proposal review.

Basic Information Required	- Name of Event - Names of planners/businesses involved in creating proposal - Date(s) and time frame(s) - Alternate dates/times (if applicable) - Location(s) of event (include specifics) - Simple sketch of event layout/flow - Referenced document list (if applicable)
Event/ Business Responsibilities to the Public & Staff	Refer to the current PHO (COVID19.gunnisoncounty.org)
Staffing/Volunteers	- How are staff and or volunteers being utilized to help enforce/manage this event? - Training needed and for what? Some examples are for physical (social) distancing enforcement, handling money or customer goods, cleaning/disinfecting… - Are any traveling in from outside of the county/state? Isolation recommended still… - Will Law Enforcement need to be considered - How will at-risk individuals be protected?
Signage	- Included or mentioned - What will signage be for - Who will signage be for - Need signage not provided by County or State? - Translated signage will be helpful
Screening for Staff/Volunteers	- How is this done and frequency - What if staff/volunteer are symptomatic at any point: what happens to the individual and do other actions need to be taken at the event itself to prevent possible transmission
Flow of Event	How can physical (social) distancing be maintained or managed
Supplies needed	- Cleaning/sanitizing/disinfecting - Handwashing and/or hand sanitizing

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	• Enough for staff/volunteers and attendees • Physical (Social) distancing: physical barriers, cones, tape, chalk, signs, people, etc.
Event Attendees	• Ability to screen or discourage attendance if symptomatic • Are At-Risk populations considered (if applicable) •
Surface Areas & High Touch Surfaces/Items	• Specify what areas • Any unique elements for this event? • Frequency of cleaning/disinfecting • Staff/Volunteer cell phones
PPE	• For staff/volunteers • For attendees (if applicable)
Industry Guidance & Executive Order D 2020 039	• Will any other industry guidance apply to this event and provide guidance in referenced list • Does any State orders or guidance apply to this event and how will that be accomplished
Plans for Inclement Weather or varied conditions	• Weather has the potential to affect PPE usage so how is that element covered in this event proposal • Keep in mind heat and activity will affect a person's ability to safely wear some PPE; (e.g. chef's in hot kitchens/cooking areas)
Appendices	• If there are unique elements to this event that require more detail • Elements not covered in the above sections