



COVID-19 EVENT PLANNING TEMPLATE

Event organizers are required to submit a COVID-19 Special Event Safety Plan when applying for a Special Event permit within the City of Miami. All event organizers will follow all applicable federal, state, county, and local Emergency Orders and will follow the procedures found in the Miami-Dade New Normal Guide, as amended. Formal organizations are required to complete the following event management template to assist their efforts to plan a safe event. This document must be kept and available for inspection by the local health officer or their designee.

Event Details:			
Event Name:			
Event Location:			
	<i>Address</i>	<i>City</i>	<i>Zip</i>
Party Responsible for Organizational Oversight:			
	<i>Address</i>	<i>City</i>	<i>Zip</i>
	<i>Email Address</i>		<i>Phone</i>
Event Dates:			
	<i>Start Date</i>	<i>End Date</i>	
Anticipated Number of Attendees:			
	<i>Per Day Total</i>	<i>Grand Total</i>	
Event Type	<input type="checkbox"/> <u>Static</u> : events where the attendees primarily enter, watch and depart <input type="checkbox"/> <u>Interactive</u> : events where attendees create a traffic flow and interact with each other <input type="checkbox"/> <u>Participant</u> : events where attendees primarily participate in an activity or production <input type="checkbox"/> <u>Community</u> : events with many activities and populations centers and likely a random traffic pattern		
Employees, Volunteers, Players, Performers, Actors, Etc.			
Checklist:	<input type="checkbox"/> Symptom checking symptoms checked (checklist or verbal), including temperature checks when feasible	<input type="checkbox"/> Provide accommodations to high-risk employees & volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customer	
	<input type="checkbox"/> Face coverings are worn in settings where other social distancing measures are difficult to maintain	<input type="checkbox"/> Comply with distancing and hygiene guidelines	
<input type="checkbox"/> Ensure that face coverings are available			

Tracking Attendance:

Must have the ability to track attendance, please describe your plan to track attendance to support contract tracing.

Social Distancing

A 6-foot distance must be maintained between household groups at all times including while seated, limiting the number of people in a confined area to enable adequate distancing at all times, and congregating at any point is not allowed. Please describe your plan to maintain appropriate social distancing throughout the event.

Crowd Control

Describe how activities, including arrival and departure from the event, will be managed in compliance with the face covering and social distance measures.

Communications

The event organizer will ensure signs and communications (e.g., audio or video) in place and in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing are readily available. Please describe how signs/communications will be placed.

Enforcement

The event organizer will develop a clearly defined protocol to ensure adherence to social distancing, face coverings, and sanitation measures by all staff and event attendees.

Hygiene & Sanitization

The event organizer must ensure that an adequately sanitary event is delivered and ensure that event staff will thoroughly and frequently clean/disinfect all frequent touch points within the event:

Concessions

Checklist:

- Serving and seating protocols consistent with [restaurant guidance](#)
- Any concessions/restaurant seating is compliant with [restaurant dine-in guidance](#)
- Encourage contactless payment
- To the extent reasonable, serve grab-and-go food items
- Maintain 6-foot distancing for all lines

Additional Safeguards

Please share any additional planned safeguards or measures being enacted at the event.

Signature

Please provide the signature of the organizational representative that will be responsible for ensuring event oversight.

Printed Name

Title

Signature

Date