



SAFE EVENT PRODUCTION PLAYBOOK

NOTE TO ALL READERS

The information contained in this Corporate Events Unlimited Safe Event Production Playbook represents best current practices regarding the recommended operation of a small and large scale event. The health and safety of our clients, employees and vendor partners is our number one priority, and our hope in sharing this information is that it may be of assistance to you in making the decision to proceed with an event.

Please note that this is a “living” document that may be updated at any time by Corporate Events given the fluidity of the situation. This document will become an attachment to our Client proposals now and in the future.

Clients, Partners and Team Members:

We are deeply focused on keeping our employees, clients and vendors safe while attending a Corporate Events Unlimited produced event. We continue to navigate the current situation and have taken proactive steps as outlined in this Playbook. There are a great many health and safety precautions already taken when producing an event, but given the current environment, we felt it necessary to implement new protocols that we wish to publish and make available. The intention of this document is to give the reader the peace of mind that as your event provider, we are committed to keeping you safe while creating a memorable experience for everyone.

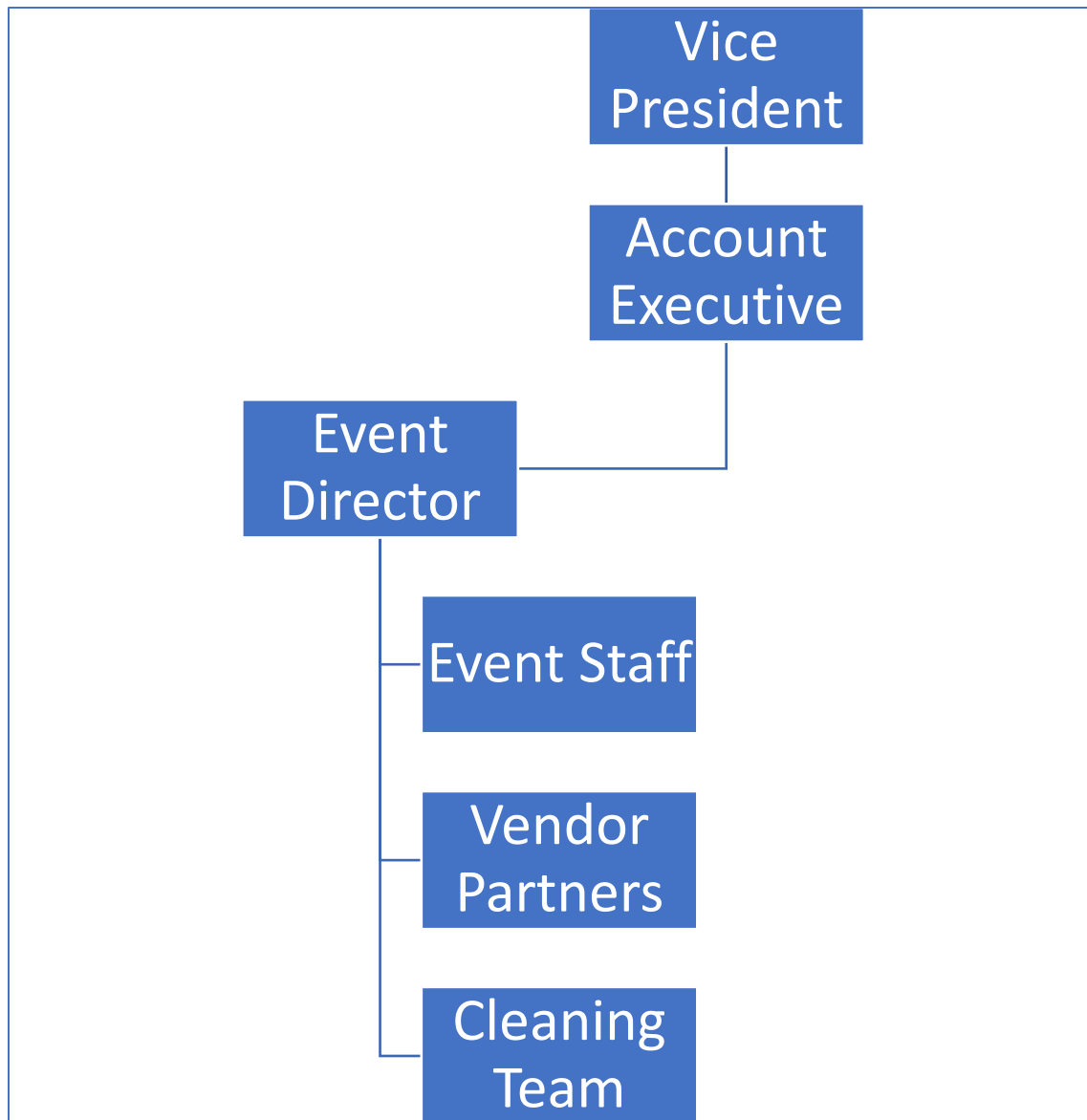
This document will cover:

- Options available to you in the design and production of your event as detailed by your Account Executive
- Preventative equipment and signage that will be standard on all events
- Procedures that will be followed and verified for cleaning and disinfecting
- Social distancing options for various activities
- Event staff training protocols

This has been a difficult time for members of every organization around the globe. The importance of celebrating one another, celebrating together, has never been greater. We recognize the need for celebration will have to be tempered by the need to give comfort to those who wish to attend the celebration. As has always been the case, we are your partner and a member of your organization, and by publishing this document we hope to work with you on this important endeavor.

In this together,
Brian Dalphonse
Vice President

EVENT PRODUCTION TEAM



Details:

- The Vice President is responsible for establishing the policies and procedures outlined in this document
- The Event Director has received extensive training on the policies and procedures outlined in this document and is responsible for day of enforcement and oversight
- The Event Staff, Vendor Partners and Cleaning Team are tasked with carrying out the cleaning procedures outlined in this document. The Cleaning Team, during the event, will focus solely on oversight of cleaning and disinfecting.

GAME PLAN FOR EVENTS

With over 40 years of experience in the event industry, Corporate Events Unlimited has developed a successful process for creating a memorable experience. We will continue to implement that process across all of our events. However, we recognize that in light of the Covid 19 virus, some clients may seek alternatives to our traditional event game plan. Your Account Executive will discuss the following options with you. In addition to the cleaning and disinfecting procedures standard on all events, we offer additional options for how your event is produced.

Company Family Day/Carnival/Picnic

Access Control	• Work with client pre-event to register attendees and formalize a guest list • Setup registration check in at all entrances • Setup tents, tables and chairs at entrances with CEU staff checking people in • Use wristbands to designate attendees have been checked in and are permitted in the event
Staggered Attendance	• Issue tickets to attend event with time stamped on ticket for entry and exit • Issue tickets in blocks based on current recommendations for large group gatherings from health organizations • Example of staggered attendance of 4 hour event ○ 11:00am – 12:00pm > Block One ○ 12:00pm – 12:15pm > Cleaning Crew ○ 12:20pm – 1:20pm > Block Two ○ 1:20pm – 1:35pm > Cleaning Crew ○ 1:40pm – 2:10pm > Block Three ○ 2:10pm – 2:25pm > Cleaning Crew ○ 2:30pm – 3:00pm > Block Four
Seating Options	• Switch from one large tent to multiple smaller tents with same square footage for seating • Switch from one buffet line to multiple to allow for better distancing • Limit number of guests allowed to be seated in tent at one time • Use signage and CEU staff to keep flow of guests moving in 30 minute intervals • Reduce size of seating available at table from standard 10 to 6

	• Run Bingo games in staggered 30 minute intervals for smaller groups with equal number of games and prizes played in each interval
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Tenant Appreciation

Staggered Attendance	• Issue tickets to attend event with time stamped on ticket for entry and exit • Issue tickets in blocks based on current recommendations for large group gatherings from health organizations • Example of staggered attendance of 2.5 hour event ○ 1:00pm – 1:15pm > Block One ○ 1:15pm – 1:25pm > Cleaning Crew ○ 1:25pm – 1:40pm > Block Two ○ 1:40pm – 1:50pm > Cleaning Crew ○ 1:50pm – 2:05pm > Block Three ○ 2:05pm – 2:55pm > Cleaning Crew ○ 2:15pm – 2:30pm > Block Four
Seating Options	• Reduce size of seating available at table from standard 10 to 6 • Use hi boy tables on multiple floors and utilize signage and CEU staff to direct people to locations of seating • Provide satellite music and other entertainment on multiple floors for all guests to enjoy • Provide floor to floor mobile service to larger areas so not all guests need to come down to main area

PPE EVENT EQUIPMENT AND SUPPLY INVENTORY

Item	Specification	Quantity
Gloves	Medical grade latex gloves used for concessions, food service and cleaning.	No Less than 100 XL No Less Than 100 L No Less Than 100 M
Disinfecting Wipes	Hospital grade disinfecting wipe with 10% sodium hypochlorite	5 packages of 100 wipes
Disinfecting Spray	Hospital grade disinfecting solution with 10% sodium hypochlorite	5 liters
Spray Bottles	1-liter plastic spray bottle	5
Hand Sanitizer Station	Hand sanitizer floor standing dispensing station	1 – Food Service/Dining Area 1 – Concession Area 1 – Carnival Game Area
Hand Sanitizer Refill	Sanitizer with alcohol 70%	Minimum 6 hour supply based on headcount of event
Hand Washing Stations	Self-contained floor standing unit with water	2 – Food Service/Dining Area
Hand Soap	Non-foaming hand soap/Hypo-allergenic	Minimum of four 7.5oz bottles at hand washing stations
Paper Towels	Bounty	Minimum 8 rolls

Note: We will continue the ServSafe protocol of wearing gloves in the handling of food items. Gloves are also recommended for cleaning crews to protect hands from chemical exposure. In relation to glove usage as a protection against the virus:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.

CLEANING AND DISINFECTING PROGRAM

Event Director to place check mark in circle next to action item when complete. Warehouse Manager to place check mark next to Post Event items when complete.

Area	Pre-Event	Operational	Post Event
Carnival Game	○ Disinfectant all hard surfaces ○ Fresh table coverings placed on table from sealed packaging or sealed linen box ○ Disinfectant all game pieces and game surfaces ○ Establish Q lines with six foot spacing for crowd waiting to play the game ○ Setup hand sanitizer stations	○ Cleaning Team to disinfectant all surfaces and game areas periodically throughout the event. ○ Cleaning team to monitor and enforce Q line social distancing ○ Replenish hand sanitizer	○ Clean all game boards and game pieces ○ Disinfectant and seal any returned carnival prizes ○ Inventory used hand sanitizer and replenish stock ○ Wash all linens and fold wearing protective gloves ○ Dispose of used plastic table covers
Concessions	○ Disinfectant all hard surfaces ○ Fresh table coverings placed on table from sealed packaging or sealed linen box ○ Disinfectant all concession machines using Gold Medal approved sanitizer ○ Remove concession bags and boxes wearing gloves and place in sanitized holders ○ Establish Q lines with six foot spacing for crowd waiting in concession line ○ Setup hand sanitizer stations	○ Cleaning Team to disinfectant all surfaces and game areas periodically throughout the event. ○ Cleaning team to monitor and enforce Q line social distancing ○ Replenish hand sanitizer	○ Wash all concession machines and sanitize ○ Dispose of any open concession packaging ○ Inventory used hand sanitizer and replenish stock ○ Wash all linens and fold wearing protective gloves ○ Dispose of used plastic table covers

Inflatables	○ Spray disinfectant on all areas of the inflatable attraction and allow to dry ○ Remove all inflatable accessories from sealed containers and disinfect ○ Establish Q lines with six foot spacing for crowd waiting to play the game ○ Setup hand sanitizer stations	○ Cleaning team to monitor and enforce Q line social distancing ○ Cleaning team to conduct periodic cleaning of entry and exit points	○ Clean and sanitize inflatable with manufacturer provided cleaners ○ Clean and reseal all inflatable accessories in boxes or containers.
Food Service and Dining Area	○ Disinfectant all hard surfaces ○ Fresh table coverings placed on table from sealed packaging or sealed linen box ○ Disinfectant all utensil holding areas ○ Remove plates, utensils and condiments from sealed packaging wearing gloves at all times ○ Establish Q lines with six foot spacing for crowd waiting to play the game ○ Setup hand sanitizer stations ○ Setup hand washing stations	○ Stagger entry into buffet line to allow adequate distance ○ Cleaning team to monitor and enforce Q line social distancing ○ Replenish hand sanitizer ○ Replenish hand soap	○ Wash all food service product in high temperature cabinet that exceeds 60 degrees Celsius ○ Dispose of any open condiment, plate and utensil packaging ○ Inventory used hand sanitizer and hand soap and replenish stock ○ Wash all linens and fold wearing protective gloves ○ Dispose of used plastic table covers

Restrooms	○ Disinfect all exterior and interior surfaces ○ Sanitize all exterior and interior surfaces ○ Stock with fresh rolls of toilet paper removed from packaging with gloves ○ Establish Q lines with six foot spacing for crowd waiting to play the game ○ Setup hand sanitizer stations ○ Setup hand washing stations	○ Cleaning Team to disinfectant all surfaces and game areas periodically throughout the event. ○ Cleaning team to monitor and enforce Q line social distancing	○ Wash interior and exterior of restroom and dispose of any unused product
Arts and Crafts	○ Disinfectant all hard surfaces ○ Fresh table coverings placed on table from sealed packaging or sealed linen box ○ Establish Q lines with six foot spacing for crowd waiting to engage in arts & crafts station. ○ Setup hand sanitizer stations ○ Leave all arts and crafts supplies in sealed boxes and containers	○ Supplies will be distributed to guests one at a time after disinfection using gloves ○ Cleaning Team to disinfectant all surfaces and game areas periodically throughout the event. ○ Cleaning team to monitor and enforce Q line social distancing	○ Wash all linens and fold wearing protective gloves ○ Dispose of used plastic table covers ○ Unused supplies will be disinfected and placed in sealed containers

Face Painter	○ Disinfectant all hard surfaces ○ Fresh table coverings placed on table from sealed packaging or sealed linen box ○ Establish Q lines with six foot spacing for crowd waiting to get their face painted ○ Disinfectant all face painting supplies and keep in sealed containers prior to event	○ Cleaning team to monitor and enforce Q line social distancing ○ Painter to disinfectant supplies prior to each new use	○ Used painting supplies to be disposed of ○ Wash all linens and fold wearing protective gloves ○ Dispose of used plastic table covers
Green Screen/Photo Booth	○ Disinfectant all hard surfaces ○ Fresh table coverings placed on table from sealed packaging or sealed linen box ○ Establish Q lines with six foot spacing for crowd waiting to take a photo ○ Disinfectant all props and keep in sealed containers prior to event	○ Cleaning team to monitor and enforce Q line social distancing ○ Photographer to disinfectant props after each use	○ All props to be disinfected and placed in sealed containers ○ Wash all linens and fold wearing protective gloves ○ Dispose of used plastic table covers

Event Director Signature

Event Assistant/Witness Signature

TRANSPORTATION

Warehouse Manager must disinfect the trucks right before a truck is scheduled to leave the warehouse and right after a truck returns to the warehouse.

- All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution in advance of transporting employees
- Supply of antibacterial gel/hand sanitizer for employees to use in the truck

EMPLOYEE TRAINING

Pre-Return to Events Training

Topic	Attendees	Content
Overview of Safe Event Production Playbook	Account Executive Production Specialist Staffing Coordinator Warehouse Manager Warehouse Associates Event Directors	Can be done through Microsoft Teams virtual training, in-person or pre-event personal meetings with Event Directors • Pre-Event equipment and supply list • Disinfection measures and guidelines in all areas • Social distancing protocol and procedures for setup • Hand sanitizer and hand washing station protocol • Emergency response and communication procedures • Signage • Proper client communication • Role playing for handling hostile or non-compliant guest or staff
Cleaning Team Training	Event Directors	In depth review of the role, responsibilities and safety requirements for the Cleaning Time. • review of pre-event equipment and supply list. • General presentation on proper cleaning and disinfecting procedures • Presentation on proper communication and interaction with event guests

SIGNAGE

Schedule of Signs – Standard on All Events

Sign Name	Sign Content	Sign Location
Restroom Sign	This bathroom regularly disinfected	8 ½" x 11" sign placed outside restrooms in standing sign holder
Activity Area Sign	For your safety, this area is regularly disinfected	8 ½" x 11" sign placed outside activity area in standing sign holder
Hand Washing Instructions	Sign detailing proper hand washing with appropriate graphics	8 ½" x 11" sign placed next to hand washing stations in standing sign holder
Thank You For Playing Safely Today	Please continue to practice social distancing, personal hygiene and frequent disinfection while attending this event.	2' x 3' sign placed at entry points in A Frame sign holder
Please Practice Social Distancing	Graphics showing people 6' apart with social distancing tips per the CDC	2' x 3' sign placed at entrance and food and dining areas in A Frame Sign Holder.