

## Wedding Event Proposal Suggested Components

*This table is to help guide wedding event planners/wedding parties while creating their proposals during the COVID-19 Pandemic. It does not include every element needed for a wedding event proposal, so please add anything in that may be a unique element to the event, details are appreciated.*

*Please allow 5 days for the initial review process and allow additional time for follow-up questions/clarifications. Follow-up questions will be communicated via email, so be sure the correct email(s) is used. Public Health Orders are subject to change at the discretion of the Public Health Director and may affect proposal review.*

<p><b>Basic Information Required</b></p>	<ul style="list-style-type: none"> <li>• Wedding party name</li> <li>• Names of planners/businesses involved in creating proposal</li> <li>• Date(s) and time frame(s)</li> <li>• Alternate dates/times (if applicable)</li> <li>• Location of event</li> <li>• Referenced document list (if applicable)</li> </ul>
<p><b>Event/ Business Responsibilities to the Public &amp; Staff</b></p>	<ul style="list-style-type: none"> <li>• Refer to the current PHO at <a href="http://gunnisoncounty.org/covid-19">gunnisoncounty.org/covid-19</a></li> <li>• 25 max indoors and 50 max outdoors currently (6/11/2020)</li> </ul>
<p><b>Staffing/Volunteers</b></p>	<ul style="list-style-type: none"> <li>• How are staff/volunteers being utilized to help enforce/manage PHO's for this event?</li> <li>• Training needed and for what? Some examples are for social distancing enforcement or cleaning/disinfecting.</li> <li>• Are any traveling in from outside of the county/state? Refer to current PHO for recommendations/requirements</li> <li>• All vendors are required to abide by their approved industry guidance for wedding events</li> </ul>
<p><b>Signage/ Communications</b></p>	<ul style="list-style-type: none"> <li>• How do you plan on communicating PHO requirements to wedding guests?</li> <li>• Included with proposal or mentioned in proposal</li> <li>• What will signage/communication be for</li> <li>• Who will signage/communication be for</li> <li>• Need signage not provided by County or State?</li> <li>• Translated signage will be helpful and should be considered</li> </ul>

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<p><b>Screening for Staff/Volunteers</b></p> <ul style="list-style-type: none"> <li>• <i>A link to an example of a health screening form can be found at <a href="http://gunnisoncounty.org/covid-19">gunnisoncounty.org/covid-19</a></i></li> </ul>	<ul style="list-style-type: none"> <li>• Must be done on-site prior to starting their shift; anyone symptomatic must be sent home and is to abide by the current PHO for quarantine</li> <li>• Should records be considered in the event any positive case contacts need to be notified or provided for contact tracing?</li> <li>• What if staff/volunteer symptomatic at any point: what happens to that staff member and do other actions need to be taken at the event itself to prevent possible transmission</li> </ul>
<p><b>Venue and Flow of Event</b></p>	<ul style="list-style-type: none"> <li>• Ventilation increased at all possible points (buildings, restrooms, separate zones)</li> <li>• Sketch or diagram of event venue with components listed below; for both ceremony and reception if having both</li> <li>• How can social distancing be maintained or managed</li> <li>• Identify ingress/egress, hygiene stations, if event will flow in a certain direction</li> <li>• Pick up/drop off areas</li> <li>• If tents are being used, only two sides are permitted to be down at a time to promote ventilation</li> </ul>
<p><b>Supplies needed</b></p>	<ul style="list-style-type: none"> <li>• Cleaning/sanitizing/disinfecting</li> <li>• Ensure the disinfectant is EPA approved and that approved concentration is used</li> <li>• Handwashing and/or hand sanitizing</li> <li>• Enough for staff/volunteers and attendees</li> <li>• Social distancing: physical barriers, cones, tape, chalk, signs, people, etc.</li> </ul>
<p><b>Event Attendees</b></p>	<ul style="list-style-type: none"> <li>• Please specify the maximum attendance you are requesting and how that number coincides with current social/physical distancing requirements</li> <li>• Ability to screen or discourage attendance if symptomatic</li> <li>• Are At-Risk populations considered (if applicable)</li> </ul>

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<p><b>Surface Areas &amp; High Touch Surfaces/Items</b> <i>(Remember that disinfection is for hard, non-porous surfaces and sanitizing is for food contact surfaces)</i></p>	<ul style="list-style-type: none"> <li>• Specify what areas</li> <li>• Any unique elements for this event?</li> <li>• Frequency of cleaning/disinfecting</li> <li>• Staff/Volunteer cell phone use and personal items storage</li> </ul>
<p><b>PPE</b></p>	<ul style="list-style-type: none"> <li>• For staff/volunteers</li> <li>• For attendees (if applicable)</li> </ul>
<p><b>Industry Guidance &amp; Executive Order D 2020 039</b></p>	<ul style="list-style-type: none"> <li>• Will any other industry guidance apply to this event and provide guidance in referenced list; food/catering, places of worship, etc.</li> <li>• Does the Executive Order apply to this events vendors and how will that be accomplished</li> </ul>
<p><b>Plans for Inclement Weather or varied conditions</b></p>	<ul style="list-style-type: none"> <li>• Weather has the potential to affect PPE usage so how is that element covered in this event proposal</li> <li>• Keep in mind heat and activity will affect a person’s ability to safely wear some PPE; example of chef’s in hot kitchens/cooking areas</li> <li>• If moving an event indoors due to weather, please have a plan prepared that addresses the lowered number of persons allowed indoors compared to outdoors</li> </ul>
<p><b>Appendices</b></p>	<ul style="list-style-type: none"> <li>• If there are unique elements to this event that require more detail</li> <li>• Elements not covered in the above sections</li> </ul>