



**COVID-19 Compliant
Event Proposal**

R 1756 (2020-07)

Please attach any additional information that does not fit into the fields provided to your event proposal.

Event Description

Event Name			
Event Location(s)			
Event Date(s)			
Event Time(s)			
Set-up Start Date(s)		Set-up Start Time(s)	
Set-up End Date(s)		Set-up End Time(s)	
Take-down Start Date(s)		Take-down Start Time(s)	
Take-down End Date(s)		Take-down End Time(s)	
<p>Event Overview (Please provide an overview of your event that you would use to market your event. Please include information such as the type of activities including fireworks or pyrotechnics, staging performance, type of audience and any special features you would like to showcase.)</p>			
Anticipated Peak Attendance			
Anticipated Total Attendance			



Organizer Information

Organizer Name	
Cell or Office Number	
Email Address	

Site Design:

- 1) Will you be using any signage (Government of Alberta or other signage), to reinforce Covid-19 guidelines? Yes No

- 2) How will you manage individual or mass emergency exiting?
 - a. Do you have a response plan if a participant/attendee shows symptoms or tests positive for Covid-19? Yes No

- 3) Will public washrooms and hand washing stations be available for participants/attendees?
 Yes No
 - a. What is your plan to mitigate lineups for the washrooms and hand washing stations?

 - b. What is your plan to ensure that the washrooms are being cleaned and disinfected with an approved disinfectant regularly?

- 4) Are you planning on having a site visit? If the site visit cannot be done virtual, what measures will you take to ensure proper gathering numbers and guidelines are being met?

- 5) Will participants/attendees be able to purchase food or beverages? Yes No



- 6) How will you register participants/attendees prior to the event start?

- 7) If your chosen route comes in contact with other members of the public, how will you ensure 6ft distancing?

Staff/ Volunteers

- 1) How many people will be outside at one time? (e.g. this includes staff, volunteers, security, technology, etc.)

- 2) Will you ensure staff/volunteers are trained on how to respond if a participant/attendee starts feeling symptoms during the event?
 Yes No

- 3) Will you need staff to scan/accept event tickets?
 Yes No

- 4) Will you require staff/volunteers to wear face masks and gloves?
 Yes No

- 5) If someone gets hurt during the activity, who will be onsite to attend to them? Will they have the proper PPE?



Communications

- 1) How will you ensure that ill individuals or those required to self-isolate are not permitted at your event?
- 2) What is your plan to notify participants/attendees of the steps being taken to prevent the risk of transmission, and communicate rules prior to the event?
- 3) What is your communication plan to ensure all participants/attendees are informed of event rules before the event begins?

Note: Your advertising can be used to communicate messaging that helps create a safer event. It can be used as a way to communicate how to remain safe as an individual and as how to remain safe as a community during COVID-19. We welcome positive, mindful messages that encourage event participants/attendees to adhere to the Alberta Government Guidelines on COVID-19.

Enforcement

- 1) What is your security plan to ensure Alberta Health Services and The City of Calgary regulations will be followed?
- 2) Could your event cause unplanned gatherings outside your event space? If so, how will this be managed? (e.g. Fireworks or drive-in movies may attract people who gather outside the event venue.)
- 3) How will you ensure no large gatherings and individuals keeping their 6ft distancing pre and post event?



Cleaning & Disinfecting:

- 1) How will you safely collect and dispose of any garbage left behind?

- 2) Do you have a plan to clean and disinfect frequently touched objects and surfaces as per Alberta Health Services guidelines? Yes No

- 3) Will disposable towels and spray cleaners, or disposable wipes, be available to event staff, volunteers, participants/attendees, etc, to regularly clean commonly used surfaces?
 Yes No

Other

- 1) Do you have a plan to create an attendance list of all who are present at the event?
 Yes No

- 2) Do you have a plan to create and maintain an up-to-date contact list for all vendors and volunteers, including names, addresses and phone numbers?
 Yes No

- 3) Are there any other risk mitigation measures you are planning to prevent the spread of COVID-19?

Drive-in & Drive-Thru Events Only:

- 1) How many participants/attendees will be outside of their vehicles at one time?

- 2) What will you use to identify where vehicles will park?

- 3) How will you monitor vehicle ingress and egress?



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Disclaimer:

Event organizers are responsible for ensuring that they understand Alberta Health Services restrictions on gatherings and COVID-19 related legislation, as well as ensuring that all aspects of their event adhere to federal, provincial and municipal legislation and guidelines.

To assist with staying up to date with legislation and guidelines, here are some useful links:

Federal

<https://www.justice.gc.ca/eng/csj-sjc/covid.html>

Provincial

<https://www.alberta.ca/covid-19-orders-and-legislation.aspx>

Municipal

<https://www.calgary.ca/CSPS/cema/Pages/COVID-19-State-of-Local-Emergency-impact.aspx>

I recognize that COVID-19 legislation may change and I acknowledge it is my responsibility to ensure my event complies with all current legislation.

The personal information collected by this form is obtained under the authority of section 33(c) of the Freedom and Information and Protection of Privacy Act (Alberta). The information will be used only for the purpose of event planning, Event Services, Arts & Culture, Calgary Recreation, The City of Calgary. If you have any questions regarding the collection and use of this information, please contact Event Services at 403-476-4304.