

COVID-19 EVENT PLANNING TEMPLATE

Event Details:

Event Name:	Palouse Classic Livestock Jackpot		
Event Location:	1061 White Pine Flats Rd.	Troy, ID	83871
	<i>Address</i>	<i>City</i>	<i>Zip</i>
Party Responsible for Organizational Oversight:	1061 White Pine Flats Rd.	Troy, ID	83871
	<i>Address</i>	<i>City</i>	<i>Zip</i>
	kaseesmith1@gmail.com		801-598-8027.
	<i>Email Address</i>	<i>Phone</i>	
Event Dates:	August 28, 2020 (check-in)	August 29, 2020 (check-in)	
	<i>Start Date</i>	<i>End Date</i>	
Anticipated Number of Attendees:	250	250	
	<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 checked="" 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 checked="" type="checkbox"/> Symptom checking symptoms checked (checklist or verbal), including temperature checks when feasible <input checked="" type="checkbox"/> Face coverings are worn in settings where other social distancing measures are difficult to maintain <input checked="" type="checkbox"/> Ensure that face coverings are available	<input checked="" 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 checked="" type="checkbox"/> Comply with distancing and hygiene guidelines
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Keep a record of Attendees:

Please describe how you will record the name and contact information for each attendee, along with seating assignments or designated sitting/standing areas, to help identify and contact potential exposures

Exhibitors will be registered through the website and we will record both contact information and names. Those attending will also be required to list their support members (parents, etc.) at check-in.

For show rings, posted signs will be listed to share information about social distancing and expectations for seating 6 feet from members of other social cohorts. Show staff will be on hand to help monitor spacing of exhibitors.

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.

Exhibitors will be staged 6 feet apart in all holding areas prior to entering the arena. Class sizes will be capped to ensure 6 feet of distance between animals while they are in the show ring. Exhibitors will not be allowed to enter the show area until the class prior to theirs enters the ring.

For spectators, posted signs will be listed to share information about social distancing and expectations for seating 6 feet from members of other social cohorts. Show staff will be on hand to help monitor spacing of exhibitors.

High-Risk Attendees

Set an established window time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues, please describe your plan to accommodate high-risk attendees.

Designated areas will be marked off for high-risk spectators.

All exhibitors will be required to maintain social distance for the duration of the event.

Signage

Maintain signage to remind and help individuals stand or sit at least 6 feet apart, please describe your plan to maintain signage including the number of anticipated signs as well as locations.

Signage will be included as follows:

- Social distancing signs at check-in, arena entrance, on show ring fences, at entrances to camping areas and near concession area
- Mask requirement signs will be posted at check-in, arena entrance, on show ring fences, and near concession stands

Payment Options

Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations, please describe your plan for payment.

All registration payments must be completed through the show website.

Hygiene & Sanitization

Dedicated staff for sanitizing high-touch areas, please describe your plan to provide hygiene and regular sanitization throughout the event.

Hand sanitizer stations will be set up near the show rings, at the concession stands, and outside restroom locations.

Show ring fences and high touch areas will be disinfected between animal categories.

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.

Kasee Smith

Printed Name

Committee Member

Title



Signature

July 23, 2020

Date