

Event Proposal Questionnaire

DURING COVID-19 ENVIRONMENT

INSTRUCTIONS:

- There are 3 parts to this questionnaire: 1) basic event details, 2) access control and public safety, and 3) communications strategy. Fill out all sections; please be as detailed as possible, with answers below each specific question
- Please save the file in WORD or PDF format, and use the following naming convention:
 - [insert event name]-EVENT PROPOSAL-[insert date]
 - *i.e. Lucky Logan Festival-EVENT PROPOSAL-May 22-2020*
- Send a completed proposal questionnaire to your assigned Event Officer, or email to specialevents@vancouver.ca

This questionnaire is meant as a tool for initial assessment before proceeding into a detailed review of the event logistics and planning. Reviews and adjustments may be made throughout the review process.

PART 1: BASIC EVENT DETAILS

1. Please provide more information about the purpose/objective of your event and its attributes.
 - 1.1. *Purpose/objective?*
 - 1.2. *Activities/features?*
 - 1.3. *Will there be any performances (live or recorded)? Please describe.*
 - 1.4. *Will your event attract attendees outside the city? If so, where from?*
 - 1.5. *Does the event have activities that may promote interaction between attendees (i.e. conversation, transactionary)? If so, please describe.*
 - 1.6. *Will you be serving food/beverages? (pre-packaged or prepared on-site)perhaps a check box format:
pre-packaged: perishable non-perishable prepared on site prepared off-site other*
2. How many people will be participating in your event? The total should include all event attendees *and* event staff/ performers/ volunteers/ vendors (at or under the current health mandate/ guidelines)
 - 2.1. *How many attendees? It is necessary to know maximum number of attendees at one time, not just the number of attendees over the course of the event.*
 - 2.2. *How many staff/ performers/ volunteers/ vendors? Max at one time.*
3. Please list all dates/ times (including duration) of your proposed event. If your event is taking place on multiple dates/occurrences, please provide details for each date.
4. What is the location of your event? (include all indoor and outdoor spaces with a specific address)
 - 4.1. *Is the proposed event location near a transit hub or corridor such as a major intersection or transit station)? If yes, please describe.*
 - 4.2. *Are there any areas near your event that are active transportation routes, such as bike lanes, the seawall, or greenways (<https://vancouver.ca/streets-transportation/greenways-for-walking-and-cycling.aspx>)? If yes, please describe..*

PART 2: ACCESS CONTROL AND PUBLIC SAFETY

5. How will you ensure that the number of attendees and staff (volunteers, vendors, entertainers) do not exceed the allowable maximum at the time of your event and complies with any Public Health orders? (Venues may not have the capacity for 50 people. Calculate maximum allowable attendance for the space using a min 5m² of open floor space per person).
 - 5.1. *What kind of barriers/controls will be in place at your proposed event to ensure that access to non-event attendees is limited/ restricted?*
 - 5.2. *How many entries and exits to your event will there be?*
6. How will you ensure that physical distancing within your event will be adhered to? (6 ft. between all staff/ vendors/ entertainers and attendees)
 - 6.1. *Have you created an event space that can accommodate spacing? How will you manage line-ups and traffic flow inside the event space? (queue lines, staff, etc)*
 - 6.2. *Do you have a plan for managing line ups outside the event space?*
 - 6.3. *Will there be drop off/ pick up locations outside the event space?(would you consider Geo-Fencing?)*
7. Please describe/ outline the personal protection equipment (PPE) plan for staff/ volunteers during the event?
 - 7.1 *How will you ensure adequate supply of PPE and disinfectant for staff?*
8. How will you *promote good personal hygiene through hand washing, hand sanitization and cough /sneeze etiquette for staff and attendees Will you provide areas for frequent handwashing/ hand sanitation? Describe.*
 - 8.1. *Describe your sanitation plan.*
 - 8.2. *Do you have a cleaning and sanitizing checklist and routine for cleaning of of common touch surfaces?*
 - 8.3. *Will you provide public washrooms?*
 - 8.4. *Will you have a cashless payment system?*
 - 8.5. *Will you provide waste and recycling? Describe your disposal of waste?*
9. How will you ensure that the visibility/ audibility of the event will be minimized to reduce risk of crowds (i.e. people outside your event coming and watching/ listening)?
10. What is your plan should your crowd management and physical distancing measures fail? (For example; How would you shut down the event until the measures could be adjusted?)
11. What is your plan should an uninvited crowd form in/around your event, such as passersby who stops to watch?
 - 11.1. *What are your monitoring procedures to monitor your event footprint (area around your event)?*
 - 11.2. *Do you have a security plan which takes into account COVID*

PART 3: COMMUNICATIONS STRATEGY

12. Will you be promoting your event to invite participants? Provide details of how you plan to promote the event, such as “invitation only”, social media, radio, flyers, or any other means (INCLUDE ALL types of promotion methods)

13. How will you communicate the public health requirements & recommendations for your event (physical distancing, feeling of flu-like symptoms, access and egress, handwashing, etc.)?
 - 13.1. *List & describe all methods PRIOR to the event (i.e. pre-event specific email, social media, etc.)*
 - 13.2. *List & describe all methods DURING the event (i.e. queue marker, public signs, verbally through staff/vendors, etc.)*
 - 13.3 *List & describe all methods POST event (i.e. survey, post-event survey, social media, etc)*
 - 13.4 *do you have an employee sickness policy. Describe.*

14. A follow up event brief will be required from organizers to provide evidence of compliance to public health requirements and recommendations. Please list the ways you will document your safety compliance at the events (note taking, photographs, etc.)