

EVENT HOSTING DURING COVID-19

SIGMA TAU GAMMA



sigtau.org

We know that hosting events the way you are used to is tougher to do this year, but that doesn't mean it can't be done successfully. We want your chapter experience to be as strong as ever, we just have to think ahead and anticipate all possibilities before gathering. Consider the items in this list when deciding whether or not you want to move forward with your event.

Before Hosting Your Event:

- Be aware of state or local policies related to group gatherings to determine which type of event can be held.
- Be aware of university guidelines or policies related to group gatherings to determine if events can be held and which type of events (meetings, socials, philanthropy events, etc.)
- Be aware of national/international organizational rules or guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.)
- Be aware of any local housing corporation rules or guidelines related to group gatherings to determine which type of events can be held in the facility.

Your Event:

- If possible, host virtual group events, gatherings, or meetings.
- Limit group size to the extent possible and promote social distancing of at least 6 feet between people if events are held.
- Consider hosting the event outside.
- Complete any paperwork (event registration/notification) required by the university or organization.
- Implement the event following the risk management policy of the institution, county health department guidelines, and the Member Safety & Wellness Policy of Sigma Tau Gamma.
- Maintain a guest list of all members and non-member attendees. This will be especially important if contact tracing needs to occur.
- Encourage or require attendees to wear masks if the event is not held in a large outdoor space.
- Consider providing masks for attendees.
- Ensure soap and hand sanitizer are readily available and that a member of your chapter is encouraging attendees to utilize these products before entering and leaving the event.
- Consider taking the temperature of attendees before they enter.
- If you are signing a contract with a third-party vendor, consider requesting a pandemic clause to help assist with unforeseen circumstances.
- Consider utilizing the [Chapter Member Wellness Pledge](#) for all members and guests who attend your events.

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