



## COVID-19 SAFE EVENT CHECKLIST

Whether you are planning a black tie dinner, a cocktail party to celebrate a corporate win, a lavish engagement party, an intimate wedding, or even an outdoor gathering at your local beachside park, the checklist below will help you make sure your event is run in line with Government legislation and keeps everyone safe!

It's one thing to have a COVID-19 safe plan in place, however implementing the plan effectively and discreetly needs to be addressed.

### BEFORE THE EVENT

- ✓ Confirm with your [State Specific Government Authority](#) on the current capacity restrictions. How many guests can you have per room, per table, per group at the restaurant or even outside.
- ✓ Look at [Venues](#) or [Restaurants](#) for the number of guests you need to accommodate. If you have a large team, consider running smaller events by running department or team events.
- ✓ If you already have a venue or space in mind confirm how many people you can accommodate safely to maintain physical distancing guidelines.
- ✓ Choose a venue that has an approved COVID-19 safe plan in place and they help you understand what you can and can't do prior to the event taking place so there are no surprises on the day.
- ✓ Designate specific people to be in charge of your event plan. They should be adequately trained to manage guests in line with the COVID-19 legislative requirements. You should also have clear escalation processes to manage guests who may get a little too excited.
- ✓ Confirm with your guests by email or text prior to the event specific details and guidelines. This will help them understand what they can expect and what is expected of them (think temperature checking, social distancing requirements, numbers of guests per table, dancing and sitting while consuming alcohol).



## DURING THE EVENT

- ✓ Stagger arrival times so guests aren't queuing in large groups to enter venues.
- ✓ Assign a host at the entry of your event to assist with the management of your [COVID-19 Plan](#) including temperature checking guests, registration of arrivals and monitoring capacity.
- ✓ Have plenty of quality hand sanitiser. Your guests will use it more often if it's nice.
- ✓ Avoid food that is communal (no self-serve buffets, communal snacks, utensils that get touched by multiple people). Consider seated meals and individual portions of food served to guests over cocktail food they need to serve themselves.
- ✓ If there will be alcohol served, consider
  - Disposable glassware, individual canned or bottled beverages.
  - Having beverage limits. Generous or even unlimited bar tabs can lead to people forgetting how to be socially responsible inline with COVID-19 safe guidelines.
  - Having enough seating so that guests who are drinking are seated.
- ✓ Have a COVID-19 Marshal to monitor physical distancing in each designated area, particularly around bathroom lines and smoking areas. To separate spaces or indicate where guests should stand separate from each other, consider using fun or festive decals on floor.
- ✓ If you are giving gifts consider e-gift vouchers and e-cards instead of more traditional gift giving.
- ✓ And to make sure you truly have a relaxed and trouble free celebration, engage Charlie's Angels Security Guards and Event Hosts for the ultimate in event safety and security.

## CONTACT US TODAY

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