

# ANNUAL BANQUET - OUTDOOR ROUND UP

## 8.22.2020 | WIENS RANCH

# COVID-19 EVENT MODIFICATIONS

The following are COVID-19 protocols for the 2020 Castle Rock Chamber's Annual Banquet.  
This list may be updated per state requirements.

## VULNERABLE POPULATIONS ARE DISCOURAGED FROM ATTENDING THIS EVENT

### FACE COVERINGS /MASKS

- Attendees are **required** to bring their own face coverings/masks to enter this event, and Attendees are required to wear cloth face coverings, except where doing so would compromise an individual's health.
- Event Staff/Servers will be **required** to wear face coverings/mask and gloves.
- Masks are most important when guests are moving around. Guests may consider removing their masks when seated at a distance of six feet but may reapply their mask when moving about the event space.*

### LIVE/SILENT AUCTION PROCEDURES

- One-way flow of traffic with directional signs will be posted throughout the auction area
- No cash will be accepted for cash bar, gratuities or silent/live auction.**
- Touch-less payment options will be provided.*

**All Attendees are asked to do self-temperature/symptom check at home prior to attending event.**

**PLEASE DO NOT ATTEND IF YOU ARE EXPERIENCING ANY COVID-19 SYMPTOMS.**

### VIP COCKTAIL EVENT LIMITED CAPACITY

- VIP event is by invitation only
- Capacity of the indoor area will be at 50% or less.
- Signs will be posted at entrances and throughout the event to remind guests of face covering, social distancing, and proper hygiene guidelines
- Entrance and exit doors will be propped open or managed by designated individuals to limit touchpoints
- Communication will be provided to all guests on what to expect during event in advance.
- VIP Guests will arrive before event start time to stagger entrance into the event and maintain socially distanced.
- The Chamber has implemented a RSVP system that gathers contact information needed to aid in contact tracing.

### OUTDOOR EVENT AREA PROGRAM/DINING

- Maximum number of participants is limited to 250 people per area.
- Tables/seats for ceremony or programming will be separated by six feet.
- All guests are required to RSVP in advance or make adjustments to guest list as needed to aid in contact tracing.

### ADDITIONAL GUIDELINES

- No self-service food, drink, utensils, or condiment stations.
- Dinner will be provided by tended buffet and/or plated meals.
- A self-busing area will be designated for glassware to minimize contact between bartender and guests.
- Sanitizer will be available at entrances, and registration area, dinner buffet
- Signage will be posted for staff, vendors & customers on good hygiene.
- Regular announcements will be made to remind everyone to follow distancing guidelines.
- Employees will be provided with sanitation products and guidance on routine cleaning.
- Proper ventilation is ensured since this is an outdoor event.
- All venue and event spaces will be sanitized prior to any vendors or guests arriving on site.
- High-touch areas (door handles, light switches, restrooms, etc.) will be sanitize at fixed intervals throughout the event.
- All speakers, microphones and other equipment will be sanitize at the end of the event.
- Alternative entertainment will be provided that keeps guests in their seats.

In addition to the requirements above, venue operators and event organizers must follow Safer at Home Best Practices for All Businesses available at: <https://www.tchd.org/836/Safer-at-Home-Guidance-for-Businesses>

