

# EVENT ORGANIZER CHECKLIST

To ensure the safety of everyone onsite, Grand Park leadership asks that all event organizers help enforce the campus guidelines produced under guidance from the State of Indiana and local health officials. This includes:

## 1) Appointing one person within your organization as a COVID-19 point-of-contact:

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EVENT \_\_\_\_\_

EVENT DATES \_\_\_\_\_

## 2) Completing the following checklist for safety on campus during your event:

- Social distancing is being actively and politely communicated to spectators and will be maintained at the fields or diamonds.
- Capacity threshold of 250 people per designated area will be maintained by event-appointed Attendance Monitors (see map for campus segments).
- Coach/Spectator communications regarding campus guidelines will be distributed at least 48 hours before event.
- All event staff and coaches have been trained on protocols related to COVID-19 and will undergo health screening for symptoms upon arrival.
- Team rosters are readily available.
- Event schedules (start times and/or locations) are staggered within each campus segment.
- Vendor locations have been discussed and determined in collaboration with Grand Park Staff to ensure social distancing.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Grand Park COVID-19 Safety Guidelines have been approved by the local health department and encompass permissions for any/all events held on campus that adhere to these protocols. Your signature with completion of these tasks agrees to take all preventative measures as outlined to host your event at Grand Park.