

# Event Planning Guidelines

- Require face coverings (covering nose and mouth) while inside campus buildings and all places and times where physical distancing is not possible. Advise attendees of the requirement in advance and consider providing face coverings to attendees.
- Provide alcohol-based sanitizer (at least 60% alcohol) in prominent, easily accessible areas of the space, at entrances and exits, and near food serving or dining areas.
- Do not exceed room capacities that are adjusted for social distancing. You will be advised in writing of the adjusted room capacity when you submit the event request.
- Promote messages that discourage anyone who is feeling ill from attending or working at the event.
- Send staff and volunteers home who do not feel well.
- To the greatest extent possible, event organizers are expected to maintain a list that includes name, telephone number, and email address for attendees, which will be used if there is a need for contact tracing.
- During the event, display signs reminding participants of preventative measures. Tennessee Tech has branded posters available for download (<https://www.tntech.edu/return/signage.php>).
- Event set-up should minimize the proximity of food to the flow of pedestrian traffic.
- No homemade food items or "potluck" style meals. Consider using a caterer.
- Eliminate self-serve buffet meals. Meals should be served by designated individuals wearing a mask and gloves.
- Eliminate self-serve drinks and bowls of items such as pretzels and chips. Provide single-serving packages or pre-filled single-serving bowls instead.
- Develop plans and procedures in case you need to cancel or postpone an event.
- If possible, provide options for remote viewing of your event (Zoom, YouTube, or Facebook live).
- Submit all events to the Tennessee Tech Calendar This allows Tennessee Tech to track and monitor campus activities. (<https://www.tntech.edu/calendar/index.php?com=submit>).

For questions, email [StudentEvents@tntech.edu](mailto:StudentEvents@tntech.edu) or call 931-372-3123.