PurplePass

Your complete checklist for running a

☐ **Safe & Risk-Free**
event!

Intro

When we talk about running a safe event, risk-free, we are referring to an event that defends against the spread of pathogens.

The coronavirus has permanently changed the event industry and how we perceive crowds.

As we start to move forward and adjust to our new normal, events will start to appear again. To preserve the event industry as we progress, our attendees' health should be our number one priority.

Follow this checklist as you start planning for your event to ensure you are creating a germ-free environment from start to finish.

Creating a touchless, risk-free environment for your guests is critical to avoid the spread of COVID-19 and other pathogens.

Ticketing & Registration

Equipment at the gate

☐ **Wireless scanners**

Guests can present tickets, staff can scan, preventing any exchanges and germs.

☐ **Mobile box office**

☐ **Receipt printers**

Email guests their confirmations, don't use paper receipts.

For more equipment options, click here.

Accepting payments

☐ **Provide gloves**

For using cash and making drops. Change gloves often throughout the day to prevent further transmission of germs.

☐ **Require online purchases only**

☐ **Use credit card sliders**

This is for touchless, risk-free transactions.

☐ **Provide direct link to tickets**

Using short URL and accessible links makes purchasing tickets easy online.

Location & Venue

The Venue

- ☐ **Use an open floor plan**

- ☐ **Stick with the outdoors**

  Outdoor venues are great for social distancing and giving guests a safe space.

- ☐ **Practice one-way flow traffic**

  Find a venue that has enough space to manage crowds and their directional flow.

- ☐ **Separate entrance and exit**

Parking & Transportation

Make sure your parking area is big enough to accommodate for the safety of your guests.

- ☐ **Use parking monitors (volunteers)**

  These monitors can direct cars and escort guests to the event following a one-way flow traffic plan.

- ☐ **Space cars out**

Food, Drinks & Catering

Serving the food

☐ **Avoid buffet-style options (self serve)**

☐ **Use a catering service**

This eliminates contamination from guests getting their own food as well as foot traffic.

☐ **Limit food trucks**

If using food trucks, mark off the lines with tape 6-feet apart to practice social distancing.

Drinks

☐ **Use refillable water stations that are touchless**

☐ **Only sell plastic water bottles**

Don't offer refill stations with cups. Stick with water bottles or touchless refill stations.

☐ **Offer drink tickets**

Pre-purchase drinks to limit foot traffic at event.

Assigned Seating

Auditorium seating

☐ **Only offer assigned seating**

This ensures guests are properly spaced apart.

☐ **Place guests every other row**

Need help creating your seating map or designing a safe seating arrangement?

Contact Purplepass at **support@purplepass.com** to get the help you need.

Table and booth support

☐ **Purchases made together sit together**

Only allow people that came together to sit together.

☐ **Space out dining tables**

Depending on your floor plan, space out your guests at a safe, risk-free distance.

Games & Activities

Germs from games

☐ **Avoid game pieces**

Giant Jenga, chest, puzzles, bean bags; avoid anything that can transfer germs to other guests.

☐ **Games without parts**

Play games that don't involve parts. *Trivia, scavenger hunts, jeopardy, etc.* turn to activities that don't involve exchanges.
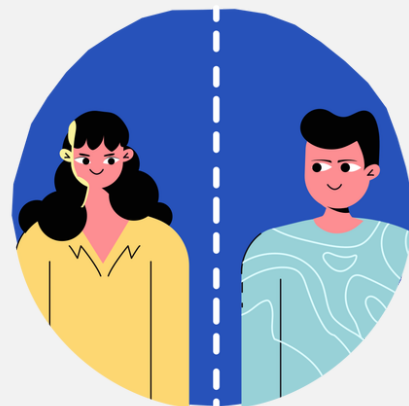
Limiting interactions

☐ **Don't shake hands**

☐ **Keep doors open**

This limits people touching handles to open and close them.

☐ **Shorten your event time**

☐ **Avoid small areas**

Confined spaces make catching germs extremely easy because they become airborne, stuck in one spot.

Setting boundaries

☐ **Get coverage online**

Instead of media coming to your event, do pre-event interviews, press releases, etc.

☐ **Use Zoom for interviews**

Conduct interviews ahead of time and stream on the event day.

Creating media space

☐ **Create a designated space for media**

Outside of your venue, in a separate room, etc. Media can cover your event from a distance. This will decrease foot traffic, heavy crowds and congested areas where germs like to spread.

☐ **Live stream**

Have the media go live so people online can get involved. Live streaming requires little equipment and crew, meaning less people at your event.

Assigning jobs

- ☐ **Entrance/exit monitors**
- ☐ **Keeping track of capacity**
- ☐ **Enforcing social distancing**
- ☐ **Bathroom monitors**
- ☐ **Parking attendees**
- ☐ **Clean up/tear down crews**
- ☐ **Cleaning shifts**

Assign cleaning shifts every 30 minutes. Wipe down surfaces, refill hand sanitizers, change gloves, etc.

Monitoring bathroom lines

Bathrooms are always going to have lines. Here's how to run safe restrooms.

- ☐ **Have staff monitor capacity**

Determine a safe capacity and keep track of it with tally counters.

- ☐ **Mark out 6-feet with tape**

Start planning your
risk-free event

Everything starts with your registration.

Running a safe, smart gate gives your guest a lasting impression and great experience at the start of your event. If you need help getting started, **request a demo below** to see how Purplepass can help you run a more efficient event.

- ☐ Reports, invoices and statements
- ☐ Marketing and social integrations
- ☐ Equipment rentals
- ☐ 24/7/365 free support
- ☐ Assigned seating and map building
- ☐ Payment processing
- ☐ Ticket stock
- ☐ Website integrations

Book your demo