

Thinking Ahead to Your FALL PROGRAMMING



As you plan upcoming meetings and events, ask yourself the following questions to determine the best format while keeping the health and safety of your participants in mind:

Planning Considerations

Meetings

- What are the essential processes your organization must maintain to continue operations?
- Can your meeting be conducted remotely? (Hint: most can!)
- If you previously met in a space not requiring a reservation (such as an office), what is the new capacity? Will you need to reserve a space?
- Is there adequate space available for your needs considering physical distancing?
- If you meet in person, what are the health and safety expectations for your members (face masks/coverings, physical distancing)?
- What would “hybrid operations” (a mix of in-person and online) look like? What technology would be needed?

Events - Major Considerations

- What are the primary goals and intent of your event?
- Will this event be successful at 10%, 25%, or 50% of estimated capacity and with physical distancing in place?
- Can you meet the intended outcomes of your event in multiple spaces or outside?
- Is your event possible without outside guests/speakers/performers coming to campus?
- How much space is required for this event? Is there a space on campus that can accommodate this event with physical distancing in place?
- Is it possible to implement physical distancing measures in the space without negatively affecting your event outcomes or event experience?
- Is this event possible in an online space?

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UNIVERSITY OF WISCONSIN-SUPERIOR

Student Involvement
Division of Student Affairs

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Events - *Signage and Communication*

- Are there instructions about your event that participants will need beforehand?
- What signage and floor markings do you need at your event to direct traffic and instruct attendees?

Events - *Health and Safety*

- Will participants be required to wear face masks/coverings, gloves, etc.?
- What and how many staff or volunteers are needed to enforce physical distancing expectations?
- Are there additional costs required to follow this protocol?

Events - *Food and Beverages*

- Is food and beverage service an essential factor in the success of your event?
- Can you meet your desired goals or intent of this event if food or beverages are not available?
- How might the additional cost of individually packaged food items impact your budget?
- Consider how consuming food or beverage impacts the use of wearing face masks/coverings.

Events - *Budget*

- Will you need to purchase extra supplies to minimize sharing by participants?
- What supplies must be purchased to comply with your safety plan?
- Does your organization/department have access to funding to support these purchases?