

Recommendations for a Safe Event

Updated: May 27, 2021

1. Consider pairing down your invitation list. See “COVID-19 Policies: What to expect during your reservation,” for current capacity restrictions.
2. See “COVID-19 Policies: What to expect during your reservation,” regarding our current mask policy. Prepare your guests accordingly and ensure your guests are following this throughout your event.
3. Consider the number of people attending who are older or with pre-existing health conditions. Consider creating a plan for accommodating at-risk guests by offering virtual attendance or a nice follow up email with photos/videos.
4. Consider the density of attendees and if you have enough space to allow your guests to remain 6 feet apart. Consider upgrading to a larger room or utilizing outdoor space.
5. Strongly encourage anyone who is feeling sick to stay home and request that if anyone begins to feel sick leave immediately. It is important that your guests hear this directly from you so they do not feel disrespectful if they stay home or leave early because they aren’t feeling well.
6. Prepare and set up your event layout for social distancing. Take a look at the dimensions of the room you are using to ensure your planned setup provides social distancing.
7. Consider extra cleaning/disinfecting throughout your event.
8. If you are having food or drinks, consider having your caterer or a designated person serving to eliminate the need for guests to touch food items. It is recommended that guests are not allowed to self-serve. Take extra precautions with handwashing and mask wearing when serving food. Limit food sharing.
9. Send out communication to your guests informing them of Myrick Park Center’s policies and any extra precautions you are taking for their health and safety while at your event. Most people appreciate knowing what to expect in advance. Request that they do their part in helping to create a safe environment. See page 2 for sample email to send to guests.
10. Stay informed about the local COVID-19 situation. Consider the current level of transmission in the community when planning.
11. Remember, everything that you are doing is for the health and safety of your guests and because you care about them!
12. Have fun! Taking extra measures to be safe doesn’t mean your celebration will be any less awesome! Use these extra measures to create socially distanced themed party games or activities. Think face mask party favors. No touch games like charades, trivia, name that tune, or online games (played from personal devices, projected on screen). Better yet, take any game or activity you would normally do and rethink how you can do it in a way that is no-touch and socially distanced.

These recommendations were compiled using federal, state, and local guidance. Any events held at Myrick Park Center are at your own risk.

Sample Email Template to Guests:

Hello family & friends,

We are so excited to celebrate [event] with you! I wanted to touch base with you in light of the current COVID-19 situation to let you know Myrick Park Center's policies and how we are preparing for a safe event. Here's how we plan to be extra cautious of your safety while still having a great time celebrating together!

- If you are not feeling well, please stay home! Although we would love for you to be there, we want to do our best to create a safe environment for everyone.
- If you begin to feel sick, please leave immediately. No, we will not be offended! We appreciate and thank you for helping us create a safe event.
- Please help us in creating a safe and comfortable environment by being mindful of keeping extra distance from others at all times.
- The layout of our event will take into account extra space between guests.
- Please plan to follow CDC's current guidance for mask wearing. **Myrick Park Center requires masks during the hours of 7am-5:30pm on Monday-Friday due to children programming.**
- Our venue, Myrick Park Center, will have hand sanitizer and face masks available. They also have enhanced health and safety protocols.

If you feel uncomfortable attending for any reason, I completely understand – please keep me updated on your decision. For those not attending, we will be thinking of you and still want to share our celebration with you! We will be sharing photos with everyone after the event.

We look forward to your RSVP! [insert event/date/time/location details]