

Recommendations for a Safe Event

Updated February 17, 2021

1. Consider pairing down your invitation list. Based off local recommendations, we are operating at reduced capacity. If you have the entire facility reserved, you may have up to 115 guests. If you have a single room reserved, your capacity is as follows: Marshview Room 50 guests, La Crosse Room 12 guests, Discovery Room 18 guests.
2. Face coverings are required for every individual, age five and older, when indoors unless you have a medical condition, disability, or other sensory sensitivities that would prevent wearing a mask. Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2. State Mandate FAQs can be found [here](#). Please prepare your guests accordingly and ensure your guests are following this mandate 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. Disposable items should be used instead of reusable items whenever possible.
8. Consider extra disinfecting throughout your event. We will have supplies available to you.
9. 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 strongly recommended that guests are not allowed to self-serve. Take extra precautions with handwashing and mask wearing when serving food. Limit food sharing.
10. Send out communication to your guests informing them of the extra precautions you are taking for their health and safety while at your event. Also request that they do their part in helping to create a safe environment. See page 2 for sample email to send to guests.
11. Stay informed about the local COVID-19 situation. Consider the current level of transmission in the community when planning.

12. Remember, everything that you are doing is for the health and safety of your guests and because you care about them! They will appreciate that.
13. Have fun! Taking extra measures to be safe doesn't mean your celebration will be any less awesome! Maybe you can even 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. We will continue to offer the option for any reservation to reschedule at no cost if that feels right for your event.

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 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 wear a mask if you are able to. Face coverings are required at our venue for every individual, age five and older, when indoors unless you have a medical condition, disability, or other sensory sensitivities that would prevent wearing a mask. Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2. State Mandate FAQs can be found [here](#).
- 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]