



A STEP-BY-STEP GUIDE

TO EXECUTE AN IN-PERSON HOLIDAY EVENT

Plan the ultimate holiday gathering and celebrate together this Holiday Season.

BEFORE EVENT

- Send out a pre-event survey to gauge employees level of comfort and interest
- Look for venues with outdoor space or indoor space that can accommodate social distancing
- Look for venues that provide private space for your group
- Ask about socially-distanced room set-ups
- Confirm venue is taking additional measures for cleaning and proper sanitizing
- Ensure high-touch cleaning processes are in place during event

READY TO PLAN?

O (206) 256-7510 | M (206) 856-3798
SALES@THECHARTERSEATTLE.COM
WWW.THECHARTERSEATTLE.COM

AT THE EVENT

- Follow cdc guidelines and local recommendations
- Provide colored wrist bands to prioritize attendees level of comfort (green for fully vaccinated or yellow for those that would like to remain 6 feet apart)
- Have extra masks on hand or make them festive if budget allows
- Provide hand sanitation stations or wipes throughout space
- Provide single use options for food and drink
- Create a company landing page with updated event information
- Communicate what attendees can expect on-site through an event app or text service
- Provide waiver to attendees to assume responsibility for proper ppe use during event if not fully vaccinated
- Celebrate and enjoy the time together as a team