



Planning Form for Group Gatherings/Sporting Events

* 1. Governor Bullock's 5/19/20 Directive states that gatherings of over 50 people may occur with adequate and maintained social distancing beginning June 1st. As stated in the directive, "If you are planning an event with more than 50 people you should consult with your local public health office on a plan to implement adequate social distancing." Please submit your plan for your gathering using the form below. A health department employee will contact you within 5-7 business days. *

I have read the above disclaimer.

* 2. All fields need to be completed in order to submit this form.

I agree to complete the following form to the best of my ability.

3. Contact Information

Name

Organization/Company

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

4. Type of Event

5. Name of Event

6. Date of Event

Date / Time

Date

Time

AM/PM

* 7. Brief description of event

* 8. Location of Event

* 9. Expected Number of Attendees

10. Are attendees required to have a ticket to enter the event?

Yes

No

If yes, what is your plan to allow for social distancing during the ticket entry process?

* 11. Seating: What is your plan to allow for social distancing between attendees?

* 12. Entry and Exit: What is your plan for allowing social distancing in ingress and egress areas?

* 13. Will your event be providing food and beverage services?

Yes

No

* 14. Are you or will you be using a licensed food establishment?

Yes

No

* 15. Is this a private event?

Yes

No

16. Do you fall under the category of a non-profit operating less than 4 times per year?

Yes

No

* 17. If you answered "No" to being a private event or a non-profit, answer question 18. If you answered "Yes" to either of those questions, answer question 19.

18. If your event will have food or drink, use the space below to provide a plan to provide social distancing while providing these services. Please note that Governor Bullock's directive currently prohibits self-serve buffets and bar services. • If you are a licensed retail food establishment, continue to follow state and local regulation in addition to your social distancing plan. • If your event will have food or drink and the following do NOT apply: 1. Your event is a private event (examples: wedding, funeral or private party where members of the public are not allowed) or 2. You are a currently licensed as a food establishment. You may be required to obtain a temporary event food permit. Contact the Environmental Health Department at 271-4020 for permitting requirements.

19. If your event is private or for a non-profit organization which will hold less than 4 events per year, please provide a plan for these services to include the following: (Food(s) to be served, handwashing set-up, illness plan for food workers, social distancing plan for lines/service area, utensil types.)

* 20. Restrooms: What is your plan to avoid restroom congestion? Please describe your plan to prevent crowding in these areas and your cleaning process.

* 21. Cleaning: Please describe your plan for cleaning of the facility. (Consider the following: who is cleaning, how often is cleaning occurring, how are you ensuring that the cleaning occurs?) *

* 22. Hand Hygiene: Please check all of the following places you plan to offer hand washing or hand sanitizer for attendees.

- Entry of facility
- Restrooms
- Anywhere food is served
- Common spaces
- Other (please specify)

23. Masking: On 7/15/20 Governor Bullock issued a directive for the mandatory use of face coverings in public spaces. The directive can be found here:

<https://covid19.mt.gov/Portals/223/Documents/Mask%20Directive%20FINAL.pdf?ver=2020-07-15-140109-633>

Please provide information on how you plan to ensure this directive is met during your event. *

24. Any additional details you would like us to know about.

25. If attaching additional files to your plan submission.

Choose File

Choose File

No file chosen