

# Event Leader Requirements



## The Event Leader will:

- Apply for gathering two weeks in advance of desired meeting date using online space request form. ([TrinityUMC.net/gather/#request](https://TrinityUMC.net/gather/#request))
- Understand that only gatherings that have been approved by the church office may occur at Trinity at this time.
- Send link to Health Acknowledgement Form to all participants. ([TrinityUMC.net/gather/#healthform](https://TrinityUMC.net/gather/#healthform))

## On the day of gathering:

- Arrive at least 15 minutes in advance of start time to prepare.
- Physically open door and be present for check-in of all participants.
  - Check in attendees using list of registered participants receiving verbal Health Acknowledgement from each person
  - Use the Event Attendance Sheet to take contact information for any guests or unregistered persons
- Ensure that no gathering exceeds the allotted space and number requirements.
- Ensure that no materials are shared, and that no food or drink is eaten.
- Ensure members are wearing masks and continue to wear them throughout the gathering.
- Verbally remind attendees to practice social distancing, use hand sanitizer, and not touch their faces.
- Ensure group members stay in designated space only.
- Ensure social distancing rules are followed during the gathering.
- Ensure that volunteers from the group clean all chairs, tables and other objects used during the gathering using the cleaning products supplied and return all items to their original locations.
- Stay until all members have exited.
- If the group wishes to offer an option for virtual attendance in addition to in-person attendance, the leader is responsible for securing and setting up necessary equipment.

## After the gathering:

- Agrees to contact the Pastor if any participants report a change in health status related to COVID-19 following the event.