



Metro Public Health Dept

Nashville / Davidson County

Protecting, Improving, and Sustaining Health

COVID-19 Event Plan Submission FAQs

Why do I have to apply to host an event?

The current [Health Director's Order](#) limits community, civic or sporting events to slow the spread of COVID-19 in our community. Parades, concerts, festivals, conventions, fundraisers, private gatherings and similar activities, whether held on private property or at venues, businesses, or facilities for rent or open to the public, are allowed at 30% or less of building occupancy based on Tennessee's Building and Fire Code up to a maximum of 500 people. At the same time, these events must comply with CDC guidance on social distancing.

Operators, sponsors or hosts must file a written plan with the Metro Public Health Department and obtain its advance written approval, per the requirements in the [Health Director's Order](#).

How do I submit an event plan to MPHD for approval under current COVID-19 restrictions?

You can plan for your event application using the [Event Application Worksheet](#) on the Mayor's COVID-19 website. The worksheet will assist you in evaluating the risk of your event based on available space and the likelihood of virus transmission. You are strongly encouraged to use the worksheet and "design" your event plan prior to submitting an application to the Metro Public Health Department. **The worksheet is not the application.**

Next, proceed to the [Event Application Form](#) when you are ready to submit your event plan. Your submission will be reviewed, and you will be contacted by MPHD staff indicating whether your event plan has been approved, and at what level of attendance, under the current COVID-19 restrictions.

Who is responsible for submitting the event application form?

The responsible official of the event space is responsible for submitting an application for events occurring in the event space. This is the owner/operator of the privately-owned property who will be responsible for the health and safety of the guests attending the event, and for enforcing public health and safety guidelines during it. If the event is being organized on public property, then the organizing person or group is responsible for submitting the event plan for review and approval.

When do I need to submit my event plan by, and when can I expect to hear back from MPHD?

The event plan application should be submitted at least 7 days prior to the event. Event plans are reviewed in chronological order by date of the event, rather than submission date. For example, if you apply in November 2020 for an event in February 2021, you may not hear back until closer to the date of your event. The reason for this is because COVID-19 restrictions may change month-to-month depending on the level of spread of the virus in our community.

How can I plan ahead for my event if COVID-19 related restrictions could change?

Using the [Event Application Worksheet](#) will give you a good idea of the inherent risk associated with your event plan, as well as the number of attendees that your event plan will likely be approved for. Using the results of the worksheet may help you more accurately plan for your event while you are awaiting approval for your application. COVID-19 will be with us for the foreseeable future, and certain mitigation factors will remain constant that should be implemented as part of your event plan. Examples include requiring attendees to wear masks, maintaining social distancing, providing hand sanitizer for attendees, or prohibiting any open, or self-serve food and beverage at your event (such as a buffet), etc.

Are faith-based events exempt from having to apply?

Not necessarily. Per Governor Lee's Executive Order, places of worship are exempt from local regulation and public health restrictions. However, this applies only to places of worship that have tax-exempt status as such with the state. Faith-based events that occur at locations that do not have a tax-exempt status as a place of worship still must apply for approval from MPHD. For example, a holiday celebration taking place at a community church that is tax-exempt as a place of worship does not need to apply. A holiday celebration organized by a community church but taking place at a local park, does need to apply.

What specific event information do I need to complete my application?

1. The location of the event
2. Contact information for the organization or person who is responsible for managing the event space or location
3. Contact information for the person who will be onsite during the event, who is responsible for managing the event itself
4. The date and time of the event (**please use 24-hour, or military, time when indicating the time of the event**)
5. A physical representation of the event space layout, such as a seating chart, facility layout, or map (these must be to scale and indicate dimensions of the space being used for the event)

- An example of the health and safety information posted or shared with event attendees, such as posted reminders for wearing a mask, social distancing, and hand washing, or information about COVID-19 precautions shared with event attendees prior to arriving

What is expected for the example of COVID-19 health and safety information posted or shared at the event?

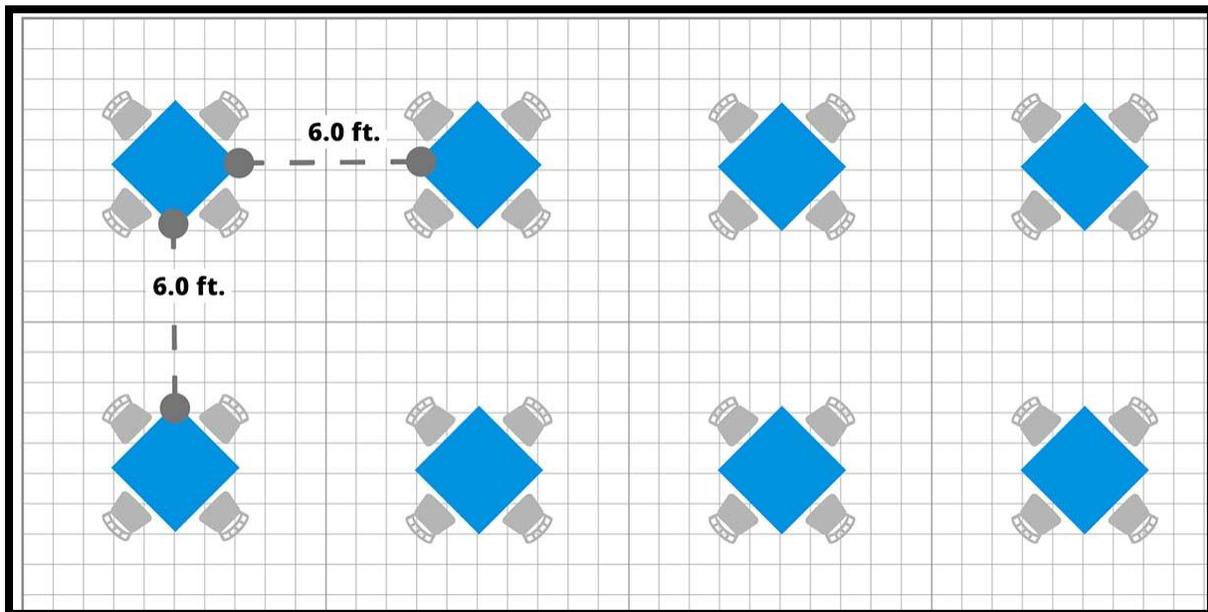
Acceptable forms of COVID-19 health and safety information include signs regarding symptoms, risks, prevention methods, etc. The goal of posting this information is for event organizers and attendees to acknowledge that there is risk of COVID-19 transmission during the event, but that proper safety protocols can lower that risk.

The CDC has [COVID-19 Communication Resources](#) that you can print and use at your event, or you can design your own materials specific to your event.

Additionally, you can include examples of COVID-19 communication with attendees prior to the event, such as safety information shared on an event website, ticket, or email to attendees.

What is expected for the physical representation of the event space layout, such as a seating chart, facility layout?

Seating chart/facility layout diagrams must be made to scale and must specify that all tables are at least 6 feet apart. Each table can have a maximum of 8 seated attendees. See below for an example.



Events taking place outside or without seating may instead include a copy of event map to demonstrate how attendees will move through the event and stay spread apart. See below for an example. There is also space to upload additional documents with information about how your will manage your event space. For example, a marathon or running event might submit a map of the racecourse as well as a written plan for how groups of runners will be scheduled and spaced apart to prevent crowding.

