

Covid-19 Event/Festival Viability Plan template questions

Social Distancing & Health Measures:

- what are your detailed plans in respect to social distancing etc.?
- how do you process people through the box office into the venue/event and maintain social distancing and proper disinfecting/cleaning/hygiene?
- how do you maintain social distancing in the venue during the event?
- how do you stage the event and maintain social distancing etc? (this includes staff, volunteers, participants and attendees)
- what are your detailed plans in respect to cleaning and maintaining high touch surfaces?

Organizational Impacts:

- how will your organization/your event support the industry?
- steps you are taking to continue to service members, any increased supports or new initiatives that you will be undertaking.
- if offering workshops how will they be delivered? What will be group sizes? What will be the time frame for delivery? Will participants and instructors still be available?

Economic Impacts:

- with all of this in mind how will this impact ticket sales, registrations etc?
- will your show/event/production still be viable with all of the recommended precautions and limits in attendance put in place?
- will your show/event/production forecast a financial loss this season due to the recommended precautions - what does that look like and how do you plan to recoup those losses?
- What are your revised deliverables? Anticipated outcomes?
- What assumptions have you made to lead you to this scenario/plan?
- What, if any, resources need to be reallocated?