

# WHAT YOU MUST DO AS AN EVENT ORGANISER

In order to execute a successful event, as an event organiser, you need to have your own COVID-19 Safety Management plan in place. Doltone House will work with you to ensure we both meet the requirements set out by Federal and State governments as well as the NSW Health Authority.

Running events in today's environment is a little different to the past as distancing rules will apply and both yourself (as the organiser) and Doltone House need to work together to delivering a successful event.



## COVIDSAFE APP:

Encourage your guests to download the COVIDSafe app to support contact tracing if required.



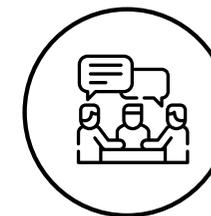
## GUEST ATTENDANCE REGISTER:

You must keep a record of guests who attend, including full name and mobile number or email address. Make sure you also keep a record of additional attendees (including suppliers, like photographers, entertainers, etc). This record needs to be shared with Doltone House and must be kept (by both parties) for 28 days after the event. If a guest at your event is diagnosed with COVID-19, NSW Health will request this from you (as the organiser) and us (as the venue) to assist with contact tracing.



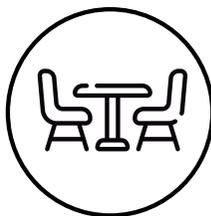
## GUEST COMFORT:

If you have guests who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity, communicate with them ahead of time and discuss their attendance at the event.



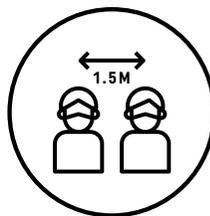
## COMMUNICATE WITH YOUR GUESTS:

Communicate (regularly) with your intended guests that if they are unwell before or on the day, or are showing symptoms, they are to not attend the event and seek medical advice immediately.



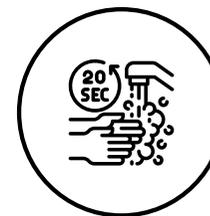
## GUEST SEATING:

All guests must be seated during food service; consider seating guests from the same household next to each other to allow best fit for all your guests.



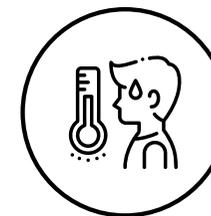
## SOCIAL DISTANCING:

Ensure physical distancing by keeping a distance of at least 1.5m between people.



## HAND WASHING:

Encourage all guests to frequently wash their hands for at least 20 seconds with soap and water or by using an alcohol-based hand sanitiser and to practice good hygiene.



## SPOT SYMPTOMS:

Be aware of how to spot COVID-19 symptoms (fever, cough, sore throat and shortness of breath) and make sure guests do not attend if they are unwell.