



Exhibition Hall ■ Veterans Memorial Coliseum ■ Willow Island
New Holland Pavilions ■ Arena

COVID-19 GUIDELINES PLANNER CHECKLIST

Alliant Energy Center is here for our clients as they navigate their event modifications based on public health and safety guidelines and procedures. Our philosophy of being versatile, collaborative, innovative, creative, and dedicated is in motion with our new initiatives to keep you and our employees safe. We have put together this COVID-19 Guidelines Planner Checklist to assist you and your organization in the planning process.

Review the questions within the checklist below to ensure all avenues have been addressed prior to your event. We do ask that you inform your attendees to respect and follow our posted instructions while visiting Alliant Energy Center. If you have any questions or concerns, please contact your sales manager or event coordinator to discuss your event and attendees.

Through all of this, Alliant Energy Center is dedicated to you every step of the way. We are in this together!

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Will you require face masks for staff during your event and/or livestock show?
- Will you require or encourage face masks for your attendees and exhibitors during your event and/or livestock show?
 - If required, how will you enforce?
- Will you supply your attendees and exhibitors with face masks at the event or livestock show or will they have to bring their own?
 - If you will be supplying them, consider the cost involved and how you will distribute the face masks.
- How will you communicate your decision to your attendees and exhibitors? (email, website, signage on-site, etc.)
- It is recommended to note that for added safety, masks that obscure the entire face are prohibited.

HAND SANITIZER

- Will you provide your attendees and exhibitors with hand sanitizer?
 - If so, consider the cost involved and how you will distribute the hand sanitizer.
- How will you communicate your requests to your attendees and exhibitors? (email, website, signage on-site, etc.)
- For events at Alliant Energy Center, we will have hand sanitizer placed outside each meeting rooms and in other public areas.

PHYSICAL DISTANCING

- How will you physically distance your attendees and exhibitors for events and/or livestock shows?
- What will your room sets or stalling look like?
- Will you have one-way public walkways and entrances/exits?

- How will you organize attendee and exhibitor queuing if needed?
- What will your registration desk set up be to make sure staff, attendees, and exhibitors are practicing physical distancing?
- How will you communicate your plan to your attendees and exhibitors? (email, website, signage on-site, stickers/tape on the floor, etc.)
- For events at Alliant Energy Center, our event coordinators are prepared to give you our suggested layouts based on physically distancing requirements and your event needs.

EXHIBITS/VENDORS

- How will you physically distance your exhibitor/vendor booth spaces?
- What will your floor plan look like?
- Will you have one-way public walkways and entrances/exits?
- How will you organize attendee queuing at an exhibitor/vendor booth if needed?
- What will your registration/service desk set up be to make sure staff and exhibitors/vendors are practicing physical distancing?
- How will you communicate your protocol to your exhibitors/vendors? (email, website, signage on-site, stickers/tape on the floor, etc.)
- For events at Alliant Energy Center, our event coordinators are prepared to give you our suggested layouts based on physically distancing requirements and your event needs.

FOOD AND BEVERAGE

- What will your menu look like with pre-packaged items?
- How will your attendees and exhibitors be served?
- What will your dining floor plan look like?
- Will you have one-way public walkways and entrances/exits?
- How will you organize attendee or exhibitor queuing if needed?
- How will you communicate the plan to your attendees and exhibitors? (email, website, signage on-site, stickers/tape on the floor, etc.)
- For events at Alliant Energy Center, our on-site caterer, Centerplate, will work closely with you to discuss menus and serving styles that work best for your event based on their health and safety guidelines.

MISC

- How do you plan to keep your event materials sanitized?
- Do you plan on using more digitally based items to avoid handouts, etc.?
- Do you plan on offering virtual options for those who prefer not to attend the event or livestock show in person?
 - If so, what additional A/V items or companies will be needed to stream the content, etc. and the cost involved?
- Do you plan on monitoring staff, attendee, and exhibitor temperatures when entering the event and/or livestock show?
 - If so, what will be the process, recording, and cost involved?
- Research all of the costs involved as well as supply and delivery dates if purchasing PPE, hand sanitizer, signage, etc.
- At Alliant Energy Center, our event coordinators are able to assist with providing vendor suggestions and information on unique and creative ways to make sure your attendees are comfortable when attending your event and/or livestock show in person or virtually.

ADDITIONAL COVID-19 RESOURCES

- **Public Health Madison & Dane County** - <https://www.publichealthmdc.com/coronavirus>
- **Destination Madison** - <https://www.visitmadison.com/coronavirus/>