

# Questions to Ask an Event Venue in 2021 & Beyond

## A Checklist

### Cleaning & Filtration

- What are the air exchanges per hour in the venue? Can we increase that? How much of the air is recirculated versus fresh?
- What number MERV filters does the venue have? (The American Conference of Governmental Industrial Hygienists recommend [MERV 13](#) or higher.)
- What are your current cleaning processes? How have they changed since pre-pandemic?
- Do you use an electrostatic sprayer or equivalent to disinfect all surfaces each night?
- How often are your event spaces cleaned during events?
- How many staff members will be cleaning the space while we're using it?
- For multi-day events, what is your cleaning process at the end of the day and/or beginning of the day?
- What chemicals do you use for cleaning? Are they listed on the [EPA's List N](#) (approved disinfectants for COVID-19)?
  - What is the contact time for those chemicals (the amount of time needed to be effective against COVID-19), and is this time being achieved?
  - What PPE is required during cleaning?
  - Does the public have to be away during cleaning?

## Facilities & Accessibility

- How much space do we have for our check-in line?
- How many doors are in the venue? Can we prop the doors open or do they have to be pushed open?
- What are the entrance and exit points available for our space? Is there more than one point available to usher traffic in one way and out another?
- Are there (or can we place) arrows on the ground or signage directing traffic flow?
- What outdoor space is available for our event?
- How many restrooms are in the facility? How often are they cleaned?
- Do you offer touchless disinfecting stations?

## Event Management

- Do you require in-house catering or allow third-party vendors?
- How many staff members work an event of this size, both in-house and third-party?
- Do you require in-house A/V or allow third-party vendors?
- Can you provide more information on the safety policies of any third-party vendors you work with? Are vendors tested for COVID-19?
- If you provide third-party vendors, are they required to follow the same safety protocol as the venue?
- What is your current policy around serving alcohol?

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Download the guidelines for returning to in-person events.

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