

AZSAFE+CLEAN® Guidance for Meetings + Events



GUEST AND EMPLOYEE SAFETY IS THE HOTEL INDUSTRY'S PRIORITY.

The industry's top priority is ensuring the safety of our guests and employees. As the COVID-19 vaccine becomes more widely available to the public, and as the nation continues to move towards recovery, meetings and events will begin to safely resume. The guidance below is a tool for long-term planning to ensure the best public health practices are utilized by businesses, organizations or individuals looking to host meetings and events in the future.

- ENCOURAGE MASKS FOR NONE VACCINATED ATTENDEES AT THE EVENT
- PROVIDE SAFETY PROTOCOLS & ENCOURAGE REGISTRATION FOR ATTENDEES IN ADVANCE
- OFFER CONTACTLESS OR LOW TOUCH CHECK-IN OPTIONS FOR MEETINGS & ASK FOR LOW-TOUCH OR NO-TOUCH FOOD SERVICE OPTIONS
- SET CAPACITY LIMITS IN ACCORDANCE WITH STATE/LOCAL GUIDANCE/LAW
- REQUEST LARGER MEETING ROOMS AND MODIFY SEATING TO MEET PHYSICAL DISTANCING RECOMMENDATIONS
- PROVIDE HAND SANITIZING STATIONS IN MEETING/EVENT SPACE
- ENSURE PROPER HYGIENE SIGNAGE IS VISIBLE FOR ALL ATTENDEES
- DESIGNATE ENTRY AND EXIT WAYS TO MANAGE THE FLOW OF ATTENDEES
- USE NEW TECHNOLOGIES TO FACILITATE HYBRID IN-PERSON/VIRTUAL MEETINGS
- ENSURE ROOM IS PROPERLY VENTILATED IN ACCORDANCE WITH CDC GUIDELINES, AND CONSIDER A HYBRID OF INDOOR/OUTDOOR EVENTS

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I, _____ the _____
PRINT NAME JOB TITLE
at _____ located at _____
PROPERTY NAME PHYSICAL ADDRESS

certify that the above checked items are correct and accurate to the best of my knowledge.

Signature _____ Date _____

Please return this form to AzLTA, and after verification of your membership, you will be sent an AZSAFE+CLEAN® Certified window decal for website and promotional use.

For additional information, please visit: [CDC Events & Gatherings Readiness & Planning Tool](#) and [Events Industry Council Meetings & Events Guide](#)