Considerations for In-Person Programming with Social Distancing and/or Attendance Restrictions

**GENERAL**
- What are the latest Centers for Disease Control & Prevention (CDC) recommendations?
- What are the latest recommendations, guidelines, or policies from your state, local authorities, and campus leaders?
- What’s the purpose or learning outcomes of the program?
- Will implementing social distancing measures or attendance restrictions hinder the intended purpose or learning outcomes of the program?
- What is your plan for implementing social distancing measures?
- Do you have plans for reducing the audience by 25%, 50%, and 75%?
- Will you need to expand the program to multiple sessions, spaces, or locations?
- Have you communicated your plans with your entertainers, speakers, performers, etc.?
- How can you incorporate a virtual component to the in-person program? In the event you cannot have the in-person event, are you still able to move forward with that virtual component?

**HEALTH/SAFETY**
- What steps will be taken to ensure the health and safety of attendees?
- Will you need to have any added safety signage, place social distance floor markers, or conduct temperature scans?
- Will you need to implement a specific cleaning/sanitization schedule?
- Do you need to have emergency responders or health services staff on site?
- How will you enforce your health, safety, and attendance guidelines?
- How will you track attendance, including when attendees entered and exited the event?
- Do you have a crisis communications protocol or plan to respond to a potential safety issue and be able to quickly contact attendees?
- Do you have funding to cover any additional costs associated with the health and safety measures?

**FOOD**
- Are you able to provide food to attendees? Are there any restrictions or limitations?
- Are attendees able to bring their own food?
- Are there any additional costs associated with your plan for food?
SPACES
☐ Will you need additional space for your program?
☐ Will there be any challenges accessing adequate or additional space with any other measures your institution is implementing with class schedules, cleaning schedules, or access restrictions?
☐ Are there different approaches you need to take at either 25%, 50%, or 75% occupancy?
☐ Is it possible to implement social distancing measures in the space without negatively affecting your intended outcomes or making the event logistically impractical?
☐ Would reducing attendance at any of those limits negatively affect your program or make it logistically impractical?
☐ Do you need to have extra staff present or hire security to execute the program?
☐ Do you have funding to cover any additional costs associated with the space?

STUDENTS
☐ How have you prepared your student leaders for success in the new approach to programming?
☐ How have you prepared your attendees to meet your desired outcomes while having a safe, enjoyable event?
☐ Will you need to conduct additional training for student leaders or students to execute the program?

Going Virtual Considerations
☐ Will the purpose or learning outcomes be negatively impacted by going virtual? Do you need to change any outcomes?
☐ Have you considered how to address any access limitations (like technology or ability)?
☐ What platform or service will best meet your program needs (Zoom, GoToMeeting, Facebook, Instagram, etc)?
☐ Are there any added costs to using that platform or service?
☐ Are there any additional security measures needed to ensure a safe, successful event?
☐ Have you searched the NACA 24/7 database to see if there is an associate member who can meet your virtual program needs?
Thinking Ahead to Your FALL PROGRAMMING

Considerations for advising student leaders/student organizations' activities and events

- Have you had conversations with your student leaders about their intent to return to school? Do they have different intentions depending on whether classes are held online, combination, etc.?
- Have you started having conversations that things will be different from last year?
- What will student organization operations/meetings look like? Is there enough publicly available space?
- Do you have a meeting/event approval/registration process? What additional questions will you need to ask?
  - Attendance tracking capability/reporting?
  - Non-student attendees?
  - Will certain high-risk activities not be permitted?
- Do all of your student organizations have access to virtual meeting spaces?
- Will some students be able to attend in-person and others online?
- What precautions need to be put in place for student health/safety for in-person meetings/events?
- How can you share best practices for conducting student meetings online?
- Will student organizations cover additional costs for added health/safety costs/measures?
- What student organization policies/guidelines may need to be changed for the current climate?
- Will there be consequences for not following guidelines/policies?
- What role do student leaders play in determining/rolling out new guidelines?
- How are you training your student organizations to recruit in virtual spaces and in the current climate?
- Who is advising the student organizations? Have faculty/staff been furloughed/laid off? Do you have to change your advisor requirements?
- Do you have “mandatory” trainings for student organizations to maintain their registration/recognition? How might these need to change?
- Who’s running the financial accounts for students? How are they accessing their funds that may be held by the institution?
Fall Programming Alternatives & Options

While this list is just a start, NACA Connect communities are a great place to continue the conversation on how your colleagues are approaching various fall programs and events.

**Concerts/Large Productions Ideas**
- Are you able to provide a live streaming option?
- Can you have a virtual green room/ backstage before or after the show?
- Are you able to assign seating?
- Can you have multiple show times with smaller audiences?
- At NACA® Live we debuted a new Coffeehouse format with smaller tables of 3-4 chairs. Are you able to setup your show using this format for social distancing?
- Are you able to do a series of smaller concerts instead of one headlining act?
- Can you set up multiple “stages” in multiple spaces where attendees can roam to other performers if one space gets too full?
- Can you use roaming artists that move around to different residence halls or general spaces?

**Student Organizations Programming/Fairs Ideas**
- Can you work with your student organizations to develop short video messages that can be placed on your website, online student organization platform, or social channels?
- Can student organizations host virtual interest meetings? Are you able to list those meeting times on your website, platform, or social channels? Can you setup a microsite?
- Can you highlight student organizations through Instagram stories or takeovers?
- Are you able to limit the number of organization representatives who are at a table?
- Are you able to host multiple fairs? Can you make specific times for attendees based upon residence hall or academic school?
- Can you spread the fair out into multiple spaces, gymnasiums, arenas, or outside to allow for social distancing?
- Can you use Zoom breakout rooms to move students around to different student organization types/categories/interests?
- Are you able to use multiple rooms or classrooms in a round robin format where student organizations can be grouped by type/category/interest and make short pitches to attendees?

**Athletic/Spirit Events Ideas**
- Can you work with a coach or key players to host a virtual Q&A on your social channel? Can they make a hype video? What about hosting an esports tournament for their sport? Can they host live Q&A on a twitch channel?
- Are you able to assign seating or use ticketing?
- Are you able to socially distance in the arena, stadium, etc.?
- Can you have multiple programs with smaller audiences?
- Are you able to provide a live streaming option?

**Athletic/Spirit Events Ideas**
- Are you able to assign seating or use ticketing?
- Are you able to socially distance in the arena, stadium, etc.?
- Can you have multiple programs with smaller audiences?
- Are you able to provide a live streaming option?

**General Programming Ideas**
- Are you able to host a virtual welcome from the president, dean of students, vice president for student affairs, etc.? Can you do a virtual Q&A with that person?
- Can you host webinars or online lectures to cover mandatory trainings?
- Can you limit the number of in-person attendees to 1-2 guests per student, for parent/family programming?
- Are you able to limit attendees from the general public from attending an event?
- Do you have virtual campus tours or maps that could be used for “where are my classes” types of events?
- Can you move your movie night outside or to a sporting facility?
- Can you work with local stores to create pop-up stores on campus? Can local stores take pre-orders for a specific drop-off date on campus instead of busing students to that store?
- Do you have any partnerships with food delivery services that could do a pre-order event highlighting different restaurants?
- For community service projects, are you able to engage with an organization through online campaigns, letter writing, or supplies drop-offs versus going in-person?
- Can you host a virtual open-mic night, trivia night, or bingo night?
- Are you able to setup a specific Discord server for your campus?
- Are you able to host a virtual job fair where students can sign up in advance for virtual interviews with employers?
- Are you able to work with local faith leaders to stream services?