



Health & Safety Checklist

We encourage you to talk to your team! Please work with venue personnel, vendors, security, and of course your wedding planner. Be prepared with prevention and safety strategies to ensure everyone stays safe and has fun. Your venue and/or vendors may enforce additional strategies to help prevent spread, so it is critical to discuss all options with them.

As of March 10th, Texas is removing all Covid-19 restrictions and the mask mandate. We have decided to leave the original requirements in bold for your reference, but please know that each business is now responsible for creating their own Covid-19 precaution policies. Due to this, it is even more crucial that you discuss them with your venue and vendors.

Bold = Open Texas Checklist requirement

General:

- **Strongly encourage the at-risk population to not attend**
- **All attendees must wear a mask or face covering during the event except when eating and drinking**
- Strongly encourage those that are sick, could be sick or have been exposed to those that are sick to not attend.
- Live stream your ceremony service for those not attending to participate
- Consider communicating to your guests prior to the event the steps you are taking to prevent spread and keep them safe, get them on board with the plans like wearing face masks and bringing hand sanitizer.
- Hire staff/security to enforce social distancing rules
- Appoint a Covid Monitor – either a family member or close friend, that can remind attendees to follow the rules (including mask wearing and social distancing) in a friendly manner, but has the ability to ask security eject a guest not willing to comply
- Hire staff to screen attendees for fever or symptoms and asking those with fever to not attend
- Confirm screening policies with venue and vendors for their employees to not work an event if sick, or exposure to others with Covid-19
- Remind all venue and vendor staff to wear face masks (All EED employees will be wearing face masks at your event)
- Use signage and DJ/Band announcements to remind all attendees to wear face masks when not at their assigned dining table
- Provide face masks for attendees



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- Provide personal hand sanitizers for each attendee (distributed upon entrance by attendant to avoid self service station or presetting at dining table)
- Add hand sanitizer stations throughout the space, but especially outside bathrooms and near any food or beverage stations.
- Consider a virtual guestbook option instead of a traditional guest book
- Consider eliminating a formal exit to help guests practice social distancing or choose a very large/open space as well and formal exit items that allow for social distancing (no bubbles, but perhaps a bubble machine)
- Consider utilizing arm bracelets for guests to communicate their level of comfort in socializing (red for no interaction, yellow for visiting but no touching, green for open to communication and hugging)

Space Planning:

- **Guest count to remain at or under 75% occupancy of wedding venue, tables can seat up to 10 guests**
- **Guest seating tables must be 6' apart**
- **Ceremony seating rows must be 6' apart or block off every other row from use**
- **Guest parties of two may sit together, but must sit 6' apart from other guests or two empty seats between them**
- **Hand sanitizer station available at entrance**
- **Place readily visible signage to remind everyone of best hygiene practices**
- Designate an area inside the venue for the at-risk population
- Designate separate entrance and exit only doors to avoid cross traffic
- Consider attendant to open/close doors to prevent attendees from touching door handles
- Consider attendant for bathrooms to open/close doors to prevent attendees from touching door handles and help with traffic flow
- Work with venue on providing signage for guests to remind them of social distancing practices in key areas (bar, restroom, dance floor). Check to see if they allow floor stickers/vinyl of any type to help mark areas to queue or to dance.
- For cocktail hour, space tables 6' apart and consider adding mini-lounge areas for smaller groupings



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Ceremony:

- Consider spacing for wedding party and officiant during ceremony itself with social distancing. If close together, masks need to be worn. Consider asking only best man and maid of honor to stand during ceremony (safely distanced) and remaining party to be seated in reserved places. The officiant standing back from the couple is probably preferable instead of to the side for photos.
- Remember to social distance family members in reserved seating areas (might need more reserve seating)

Dining:

- **No items preset at dining tables (condiments, flatware, glassware, etc.)**
- **Buffets must be served (no self service)**
- Add shields to buffet or food displays that are served by staff
- Work with your caterer on plated dinner or boxed dinner options for guests
- Salads must be served instead of pre-set at the guest dining tables or covered with the covers removed by staff for the guests
- Use pre-packaged disposable flatware that can be served to guests with their meal
- Work with your caterer on packaging appetizers individually or providing a small plate station that is served by an attendant (and possibly shielded)
- Elect for a beer and wine only bar service for easier/faster passing of drinks during cocktail hour
- Add shields to the bar to protect your guests and bartenders
- Extend cocktail and dining times to accommodate new service methods
- Change to table service for all beverages instead of self-service stations, or add an attendant to all non-alcoholic beverage stations
- Use a faux cake for display and ask your baker for kitchen cakes (delivered in sealed packaging) to be cut and served individually by the caterer

Dance Floor:

- Increase your dance floor size to accommodate social distancing during dancing
- Consider switching to only traditional dances and possibly eliminate dancing for attendees (smaller dance floor allows for more tables for guest seating or space for lounge areas).
- Consider moving dancing to an outdoors area



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- Consider extending staging for bands to accommodate for social distancing
- Bands cannot perform wearing masks, but you can consider some type of barrier
- Work with your Band or DJ on how toasts will be handled, cleaning of microphones used and how guests may or may not communicate requests to them- consider eliminating toasts
- Do not use steps for band to join guests on dance floor at front of stage

Hair & Makeup:

- **Stations must be 6' apart**
- **Clients are not allowed to handle supplies**
- **Clients must wear face masks when possible during services**
- Ask your hair and makeup artist team to wear masks and gloves
- Stagger arrivals to the bridal suite/prep area according to a schedule from your hair and makeup artist for services
- If the bridal suite is small and cannot accommodate social distancing for everyone, consider designating another area for those waiting for services/spending time with you while preparing for the day and only those receiving services be in the bridal suite
- Extend prep timeline to accommodate for new PPE practices and staggered access of dressing area

Photography & Videography:

- Discuss with your photographer on how to handle group photos. With social distancing in practice, planning for creative spacing and grouping will need to occur for wedding party photos and family photos. Consider cutting large group photos.
- For videography, discuss how audio will be collected and disinfectant procedures for microphones.
- Ask photographers and videographers to wear masks due to proximity required to perform their jobs.



Photobooth:

- Eliminate props for guests to share
- Eliminate scrapbook for guests to write messages in
- Consider eliminating this all together to remove queuing possibility

Valet/Transportation:

- Confirm with your Valet company that all touch points are disinfected throughout service and staff are wearing masks
- Confirm with Transportation seating policies due to social distancing required (additional vehicles may be needed)
- Ask drivers to wear masks
- Ask guests to wear masks on shuttles
- Extend time for shuttle services due to slower entrance and exiting of vehicles and disinfecting between trips

This information is intended solely for the purpose of providing clients, couples planning their wedding and venues/vendors in the event industry suggestions for health and safety guidance for their events during the reopening phase of the Covid-19 Pandemic. The information provided is obtained from publicly available sources, including federal agencies and governmental entities, leading trade associations and consultants and industry partners. The information contained in these guidelines is general in nature and should not be considered to be medical, legal, insurance or any other professional advice.

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