Event Decision-Making Tool for Event Planners in Wake of COVID-19

Based on information provided by Destinations International and other tourism organizations, we believe that people may be cautious about attending large events even in the summer and possibly into 2021. We are providing this evaluation tool to help you decide if your event should be postponed and when to reschedule. It's possible that large gatherings will still be limited and public sentiment will be guarded against large gatherings well into summer and fall of 2020. Below are questions to ask in deciding if and when your event should be postponed.

Directions: Use the drop down arrow in the answer to select your answer. Y = 1 point. The key at the bottom helps you determine the best route for your event.

SAFETY

Question s	**Answer (Y/N)**
My local jurisdiction(s) is allowing or will likely allow gatherings like this (recheck periodically). *	
The CDC is currently recommending gatherings of the size I have planned for (recheck periodically).	
If I were not associated with this event, I would feel safe in attending during the time frame being considered for postponing.	
I would feel comfortable personally inviting all of my elderly stakeholders and family members .	
Two key decision makers besides me in the organization think it will be safe to gather.	

SPONSORS

Questions	**Answer (Y/N)**
I have spoken to my sponsors about the likelihood of an event during the timeframe under consideration. They are supportive.	
My sponsors are willing to redirect funding to general operating should the event change.	
My board and staff feel optimistic about signing up sponsors for the event.	

PUBLIC RELATIONS

Questions	**Answer (Y/N)**
I have not already delayed my event once.	
My reputation could handle a delay or cancellation.	
The tone of my event will make sense, even in light of the new mood.	
I can articulate what values are driving my decision making in this moment.	
This event is necessary to further the core mission of my organization in this unique moment in ways beyond revenue.	

LOGISTICS

Questions	**Answer (Y/N)**
My venue is willing to have this conversation with me and contract doesn't cause undue risk if we must cancel.	
My caterer/vendors is/are willing to have this conversation with me if we must cancel.	
My staff is able to support the planning, preparation and execution of the event.	
My board is able to support the planning, preparation and execution of the event.	
My volunteers are able to support the planning, preparation and execution of the event.	

FINANCES

Questions	**Answer (Y/N)**
There is no other way that we can bring in this event revenue through other means.	
I can absorb costs already incurred should we have to cancel.	
My insurance covers cancellation beyond unforseen circumstances.	
My event insurance will allow me to move forward with a postponed event during the timeframe under consideration.	
My sanctioning organization/events rights holder will allow the event to move forward during the timeframe under consideration.	

GUT CHECK

Questions	**Answer (Y/N)**
I feel confident about holding this event.	
I will be able to take care of my health, my family's health and my staff's health through this process.	

Score **0**

KEY

Score>20 Proceed

20>Score>16 Proceed with caution

16<Score Consider Alternatives

**Note, obviously if this question is a definitive 'No' , then you need go no further.*