



## Hosting an In-Person Event

### Event Size and Attendees

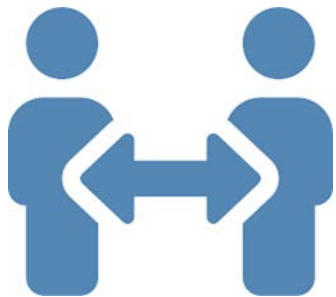
Events and meetings should follow Penn State's practices and guidance unless there is more restrictive guidance given at the state or local level. Maximum attendance guidelines must reflect the ability to maintain social distancing between parties.

- In-person events/meetings cannot exceed 250 individuals while maintaining 6 feet of social distancing
  - For example, you need approximately 3,500 sqft of space to host 25 people (CDC guidelines equate to 113 square feet, per-person)
- All attendees must wear face masks/coverings
- Registration/Check-in is required (capture phone and email)
- Communicate standards with potential attendees in advance of the event (face masks, attendance cap, etc.)

### Venue Logistics

The hosting location must commit to meeting the outlined size and social distancing requirements.

- Venue employees must practice accepted safety guidance, including face masks/coverings
- Follow social distancing standards (maintain 6')
- Venue to ensure hand sanitizer and sinks with soap are readily accessible
- No buffets, passed foods, potlucks, etc.
- Display [CDC signage](#) at check-in and throughout venue



**6 feet**



**Masks Required**



**Wash Hands**



**No Self-serve**



**Check-in Required**



**250 or Less**