



EVENTGUIDE FOR ARRANGØRER

This guide is an attempt to make the government guidelines easier to digest. To make them more manageable and understandable for everyone, whether you are planning to organize a concert, workshop, talk, performance, gallery exhibition, market, or whatever your heart desires.

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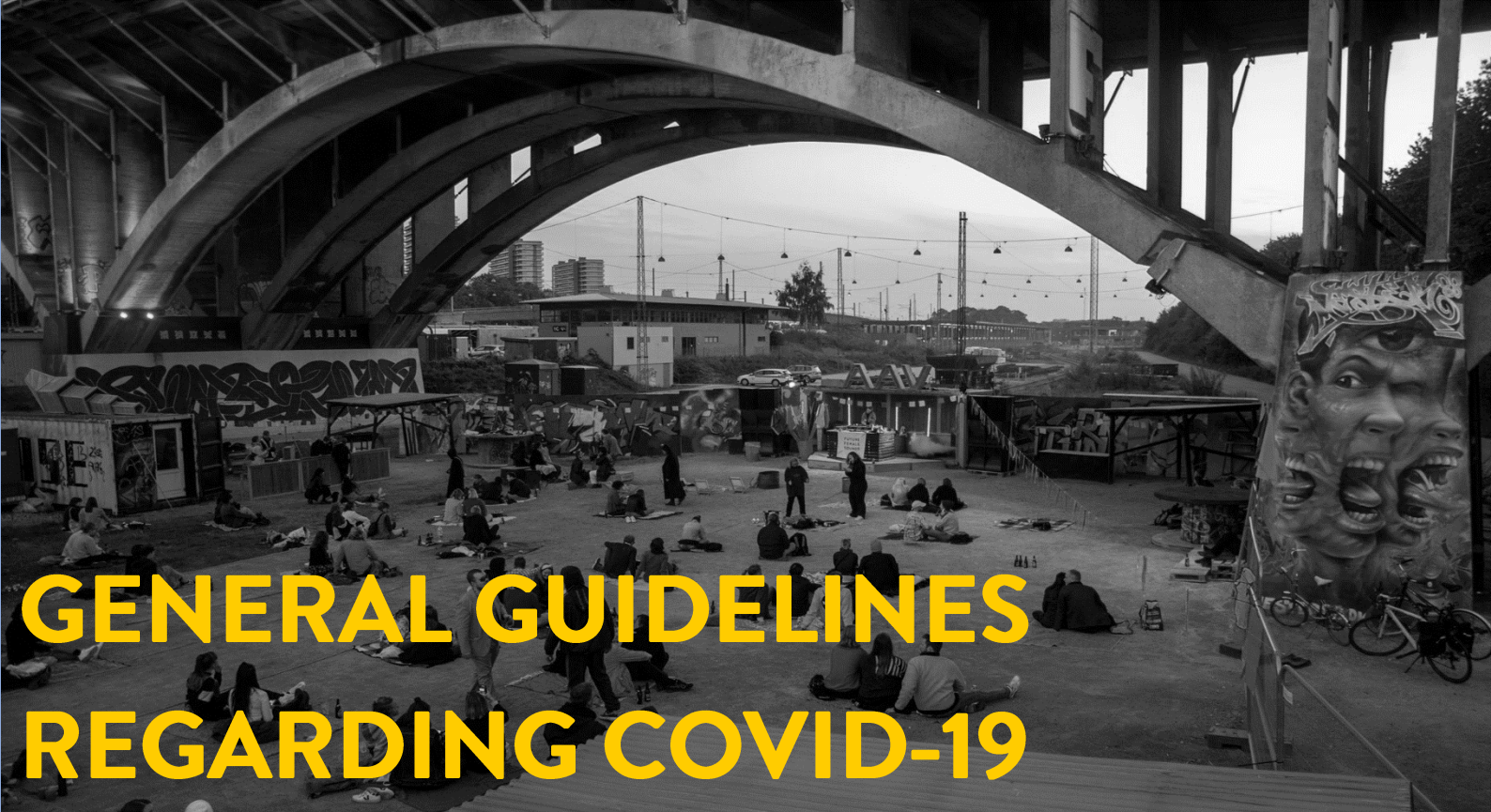
GENERAL GUIDELINES REGARDING COVID-19

EVENTS WITH STANDING PARTICIPANTS

EVENTS WITH SEATED PARTICIPANTS

DON'T KNOW WHERE TO BEGIN? HERE'S HOW YOU CAN GET STARTED

TIPS, INSPIRATION AND NUDGING



GENERAL GUIDELINES REGARDING COVID-19

AT CULTURAL EVENTS, IT IS UP TO THE ORGANISERS THAT THE GUIDELINES MENTIONED BELOW ARE FOLLOWED



GATHERING ASSEMBLY BAN

There are two types of assembly limitations, being in effect at different times:

The small gathering of 10 people

The large gathering of 500 people



MASKS

EFFECTIVE FROM 29/10/2020
TO 02/01/2021

Everyone needs to wear a face mask,
except when they are seated.

HYGEINE



Hand sanitizer always needs to be
available. All surfaces must be
cleaned regularly.

THESE RESTRICTIONS MUST BE CLEARLY DISPLAYED:



1. The general restrictions: Wash hands often or use sanitizer, cough or sneeze into your sleeve, limit physical contact, clean thoroughly and frequently, keep your distance and ask others to be considerate
2. A face mask is required on entry
3. The amount of people allowed in every room (including toilets etc.)



SERVICE



It is not permitted to serve or sell alcohol after 10pm.

It is not permitted to serve food produced by the organizers. It needs to be produced/delivered by an independent certified supplier.

People must be seated when they are consuming food and beverages of any kind.



EVENTS WITH STANDING PARTICIPANTS



- Here, the small assembly ban is applied - a maximum of 10 people is allowed in the same space. The groups are not to cross paths. The rooms need to be divided by a wall - fences or markings on the floor are not sufficient.
- There must be a minimum of 4 m² of floor space per. person. The floor area is calculated from wall to wall, regardless of decor.
- Participants must keep a 1-meter distance.
- If the event includes physical activities, 2 meters between each person is required.
- Groups of 10 people or less, who are in the same social circle, do not have to comply with the distance requirement of 1 meter.

MARKETS

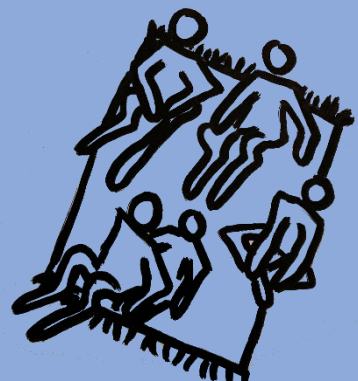
If a market is not held on a regular basis, the small assembly ban of 10 people must be followed - only 10 people can be together, whether it is inside or outside.

In the case of a recurring event, such as a weekly market, the assembly ban is irrelevant



EVENTS WITH SEATED PARTICIPANTS

- Here, the large assembly ban is applied - a maximum of 500 people is allowed in the same space.
- In rooms where participants sit down, there can be 1 participant per 2 m². The floor area is calculated from wall to wall regardless of the decor - however, any stage must be deducted. Organizers, employees, and volunteers do not count in the number of participants - however, there can't be more than 500 people in total.
- People must be facing the same direction, or the stage.
- If the floor area is less than 4 m², only 1 person is allowed in the room.
- There must be 1 meter from head to head, if the participants come individually.
- If the participants come in groups, there must be 2 meters between each smaller assembly (of a - maximum of 10 people).
- There must be a distance of two meters between the stage and the front row of participants.
- The room should be properly ventilated.



GET STARTED

IF YOU ARE PLANNING ON MAKING A CULTURAL EVENT WITH SEATED GUESTS, BUT YOU FIND IT DIFFICULT TO GET STARTED, HERE IS A SUGGESTION FOR HOW TO GET GOING



FIND A LOCATION

First objective is location. It may require you to think creatively, as most venues do not have the space it requires with the current restrictions. Instead, you can use warehouses and assembly halls.



DIALOGUE WITH THE POLICE

You must have a permit when making a new event in a new location.

- Write an overview of your event and what measures you implement to follow the guidelines. It should be detailed, and it is important to think about phrasing. For instance, words like 'restaurant', 'party' and 'festival' should be avoided altogether, as they can distract from the purpose.
- Make a floor layout of the premises. Create two versions with the following outlines, with the aim of showing how many people can be in the different scenarios:
 1. Draw the floor divisions with one person in each field, with a meter between each head.
 2. Draw the floor divisions with 10 people in each, and one meter between each field. In this version, the perimeter distance between the people in each group does not apply.



MAKE A SHORT VIDEO

.. Which guides a participant through the event, from start to finish. It is a good supplement to the text and gives the police a better overview of what you have in mind. This video can also be sent out to your guests before the event, to prepare them for the setting



FIRE DEPARTMENT

.. Must approve escape routes

Be aware that this process can take a while, therefore it is advisable to start the communication process as early as possible. Expect a lot of back-and-forth communication.



TOILETS

If there are no toilets available at your venue, you must provide them. They must be placed so that there is room for a line to be formed. One toilet per 100 people should do the trick.

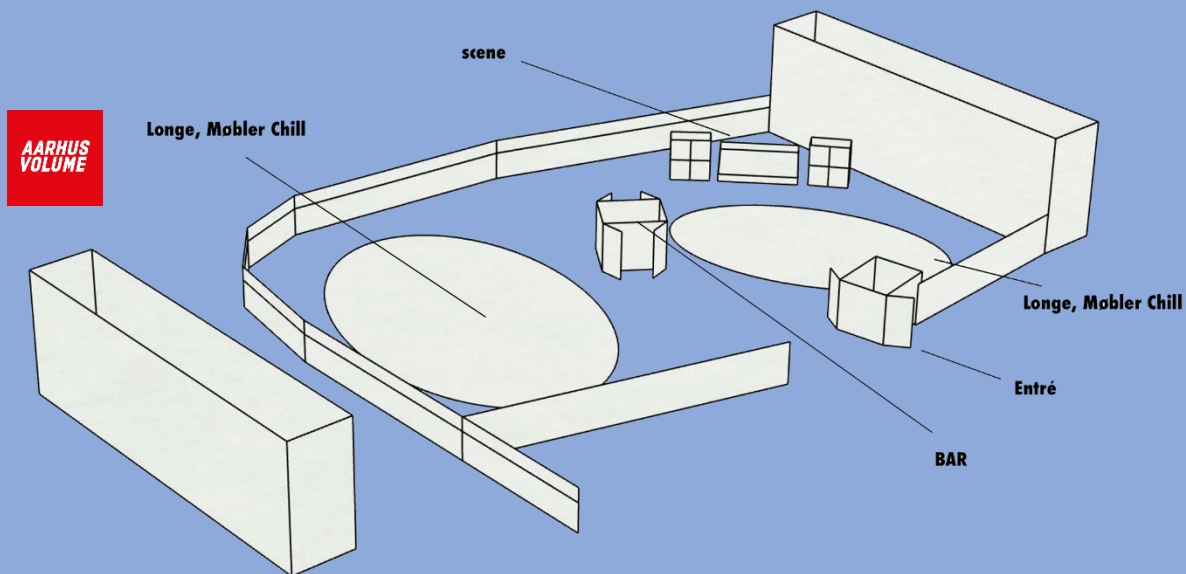
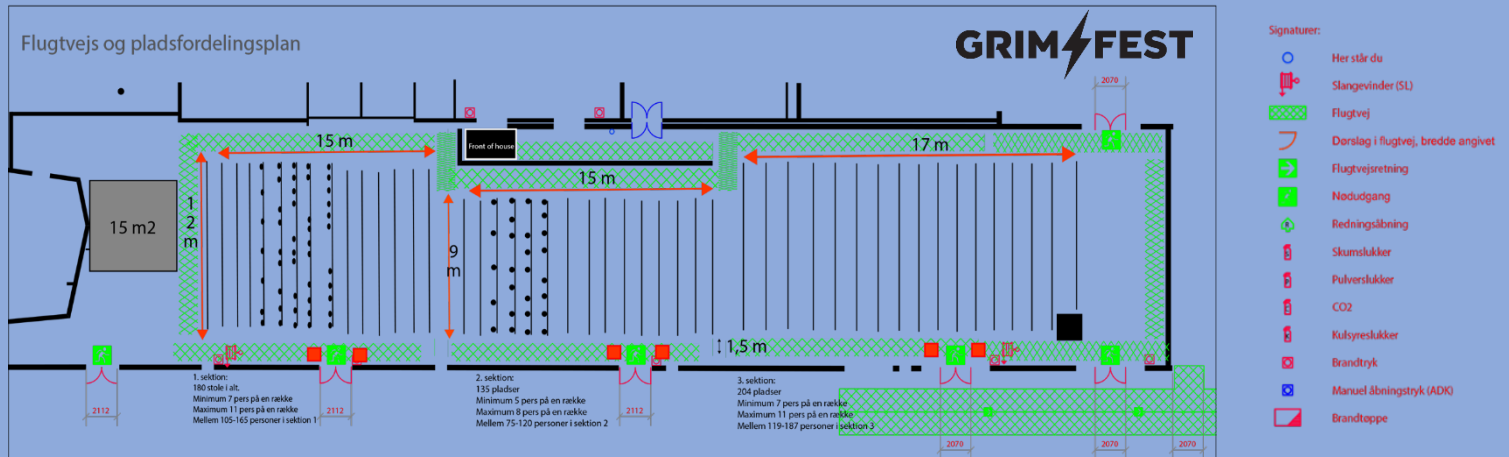


BOOK AN ARTIST/SPEAKER/LECTURER

We advise you to start arranging and marketing the event only after you have found a location, have a common ground and permissions from the authorities and have arranged the toilet facilities.

EXAMPLES

FLOOR PLAN & CALCULATIONS OF PARTICIPANTS



How many guests is allowed at your event?

This is a calculation that can be used to calculate how many seated participants you can have for your cultural event.

① Calculate m² of your room. Subtract the m² that guest where guest cannot move around (stage, speakers, and bar).

② Divide the result with 2 – That is the number of guests allowed at your event.

Withdraw the staff

③ Find out how many workers you need (artists, bartenders etc.). Multiply the number by 2 and subtract it from your result.





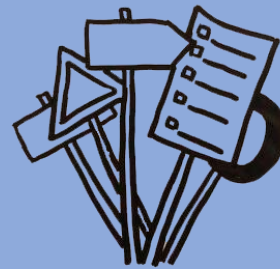
TIPS, INSPIRATION & NUDGING

Here are some suggestions on how to get creative, based on nudging (a behavioral science designed to influence people to act in a predictable and desired way, through the subconscious). These methods have been thoroughly tested and previously approved by the police during the current restrictions.



HAND SANITISER DISPENSER

Make the dispensers stand out visually. Use strong colors, get a spotlight on them, put the dispensers in motion so that they catch the eye. If possible, have a volunteer stand at the entrance with a dispenser in hand, ready to sanitize the guests. Make it scented - smells good, feels good. Upgrading a normal alcohol with essential oils could give the participants a better experience and connect the scent to the event for them.



SIGNS

Instead of using the posters provided by the government, you can make your own, that catches attention even more.

Think about where you hang up your signs. Try to walk around the room with the mindset of a guest.

A skilled host is a great tool for communicating your implementations in a welcoming way.



QUEUE

It is important to mark the queueing area so that people are reminded to keep a distance.

EVENTS WITH SEATED PARTICIPANTS AND A STAGE

BOOST THE NUMBER OF PARTICIPANTS

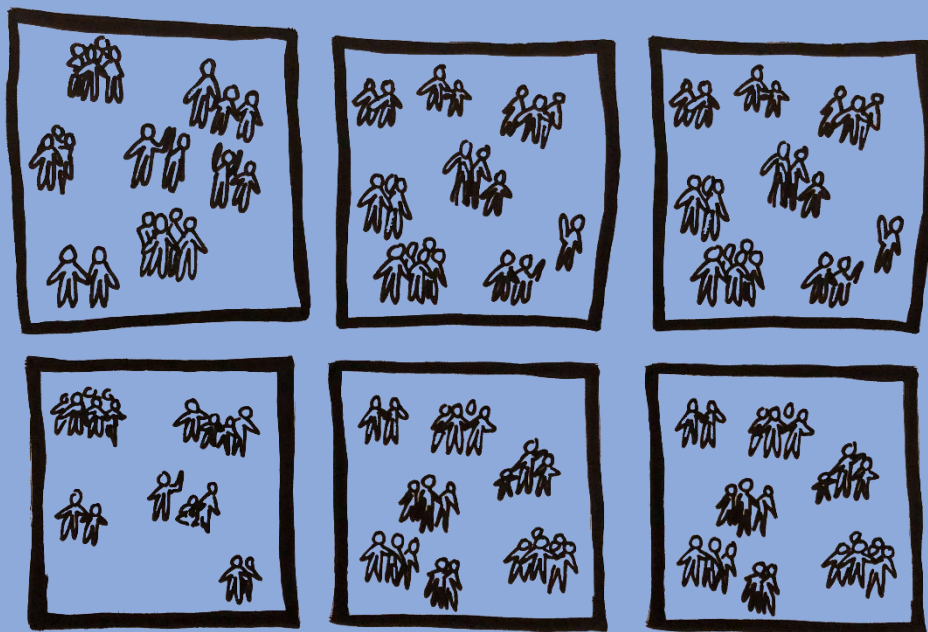
Instead of putting out rows of chairs, you can get people to sit in smaller gatherings of a maximum of 10 participants. This can be controlled by getting people to sit on blankets and explain that they are not allowed to get up from them during the event. You can get people to bring their own blankets, so the staff does not have to deal with them in terms of hygiene.

The distribution of these groups should not take place in the ticket sales, but at the entrance, to not create confusion.

DIVISION OF PARTICIPANTS

Give your participants the opportunity to buy tickets with different times of arrival, so that the pressure on the line will be spread out over a longer period. These clusters can be used throughout the event - being placed in the same area, taking a break at the same time, using the same toilet, and using the exit at the same time. This could for instance be done with color coding, so that it is easy and clear for the participants.

If your event includes breaks, it is important to mark up the outdoor area, so people do not crowd together too closely. The breaks should be outside.



SERVICE

If your guests need to go to the bar to order, it can be a potential corona trap.

- Bring the service to the participants. Give them a sign they can raise, take their order while they are seated and deliver the goods to them. Make sure there are appointed people who serve and keep good hygiene in mind.



PARTNERS



AARHUS
KOMMUNE

KAOSPILOT

GRIM  FEST



**AARHUS
VOLUME**

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