



WCPS Performance/Event Checklist and Approval

Please submit this plan to the Coordinator of Instruction responsible for the content of the event.
Please wait for approval from Central Office before advertising/confirming your event.

School:		Approval Date (Central office):	
Event:		Administrators Planning to be Present at the Event:	
Date and Time of Event:		# of Anticipated Spectators:	
Location of Event:			
Wash & Sanitize	Procedures for shared materials including disinfecting:		
	Plan for sanitization stations:		
	Plan for custodial cleanings:		
Distance	Plan for spectator arrival (include distancing while completing health screener):		
	Plan for 6ft distancing while seated:		
	Plan for spectator exit:		
	Plan for student arrival:		
	Plan for student exit:		
	Locations of visuals posted:		
Screen & report	Plan for registration of ticketed guests:		
	Plan for Health Screener completion:		
Mask Up	All students and spectators MUST wear a mask, over mouth and nose, at all times. Plan if there are any extenuating circumstances:		
	Plan for available, extra masks:		
	Location where visuals are posted:		

Planning within the 4 Pillars of Safety

(Additional

Additional guidelines	Plan for use of the bathroom/changing facilities:	
	Plan for any disposable, single-use food or drink	
	Plan for any virtual/livestream options:	
	Plan for communication to parents/school community about the event:	

guidelines on back)

Approval: Y or N _____ CO Coordinator of Instruction Name/Signature
(if applicable)

Approval: Y or N _____ CO Coordinator of School Health Services,
Name/Signature

Approval: Y or N _____ CO Chief Academic Officer Name/Signature

Date of Final Approval: _____