

Campus Events and Performance Protocols

September 24, 2021



As we plan to gather safely and regularly this fall, we have created guidelines that can be broadly applied to campus events. Also included here: protocols from outside venues such as the [Peace Center](#). Each event organizer is responsible for applying these protocols to their circumstance, reviewing plans well in advance with supervisors or managers. This is a living document and can be revised and updated as needs and circumstances change.

1. Length of time
 - a. Shorter duration whenever practical
 - b. Breaks whenever practical
 - c. Running air purifiers in on-campus spaces
2. Personnel: performers, crew, guest artists, speakers, clinicians
 - a. Smaller rotating casts
 - b. Extended run/repeat performances
 - c. Double casting and cross training
 - d. Avoid seating arrangements that face audience together
 - e. Masks encouraged, not required (on campus) for students and staff
 - f. Masks required for guests to campus (on campus)
3. Venues and seating capacity
 - a. Each campus space has been measured and charted for specific capacity
 - i. Capacity depends on nature of the event
 - b. Offsite venues
 - i. Gunter is seating at full capacity
 1. See [Peace Center protocols](#) for performers
 - ii. South Carolina Children's Theatre (SCCT) is seating at full capacity
 1. Audience and onstage masking mandatory
 - iii. First Baptist Church (FBC): seating every other pew; 3' spacing in pew.
 1. Audience and onstage masking mandatory
 2. Wind instruments required to mask
4. Reservations/registration/ticketing
 - a. Messaging on registration and ticketing sites will remind guests of health/safety protocols, cancellation policies, and options for joining virtually
 - b. Ticketsource for seat assignments
 - i. On campus events
 - ii. SCCT events
 - iii. FBC events
 - c. REACH software for student attendance

5. YouTube broadcast will be standard practice for performances and events
6. Cancellation protocols
 - a. If it is necessary to cancel an event, notice of 24 hours would be given
 - b. Rescheduling would depend on the nature of the event and calendar availability
7. Receptions/Meals
 - a. We will not host pre- or post-event receptions this year.
 - b. If an event includes a meal, work with Aramark or another vendor for boxed or grab/go options
8. Audiences:
 - a. No events are open for "general public" at this time
 - b. Intentional and invited audiences
 - i. parents/immediate family
 - ii. student-only shows
 - iii. other designated guests
 - c. School personnel will read a standard welcome statement for audiences
 - d. Audience protocols will be included in programs or other event materials
 - i. Masking is required throughout the program and your visit to campus.
 - ii. Seating is reserved to ensure distancing and enable contact tracing if/as necessary. Please do not switch seats during the event, move chairs, or remove tape or other signage.
 - iii. Applause only for now. Please refrain from shouting/cheering as these increase risk even while masked.
 - iv. Exit guidance is given at the beginning of each event. To the extent possible, please maintain distancing while coming into or leaving the hall. If you need to leave the hall due to coughing or other medical concerns during the show, please do so via the nearest exit route.
 - v. Cooperation with school personnel as they uphold these protocols (as well as host an event or run a production) is greatly appreciated.
 - e. Ushers will greet guests to check ticketing, ensure masking, and direct to seating
 - f. Recommend SCGSAH student, staff, faculty section separate from guest seating