

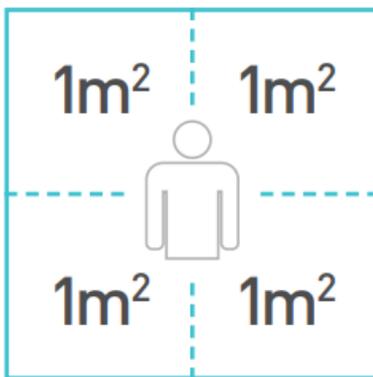
Fact Sheet Two

ORGANISING AN EVENT: ADVICE FOR EVENT ORGANISERS

HOW TO DETERMINE MAXIMUM PATRONAGE

Event organisers should determine the total number of people allowed on site at any given time, and the number of people allowed within each discrete area (a demarcated room or space within which the number of people can be managed) of the site at any given time, as per the physical distancing requirements.

The total number of people allowed on site includes event staff, event attendees and all other people on site. To help you estimate how many people can gather at your event at any time, using the four-square metre per person requirement:



DETERMINING THE TOTAL CAPACITY OF THE EVENT

The event categories are:

- **Category One:** More than 10,000 people gathered on site at any time
- **Category Two:** Between 500 and 10,000 people gathered on site at any time
- **Category Three:** Less than 500 people gathered on site at any time

To determine the maximum number of people that can be on site at your event, and whether your event is in a category requiring Queensland Health approval through submission of a COVID Safe Event Plan, follow these steps:

1. Determine the entire site size in square metres.
2. Determine the size of the non-useable spaces in square metres (such as space taken up by plant equipment, storage containers and other impenetrable structures).
3. Deduct the non-usable area size from the entire site size.

4. Divide the useable area of the site by four.

Event organisers should also identify designated areas within your event site or venue where gatherings of people will generally occur and determine the capacities of these areas using the four-square metre per person requirement.

MORE INFORMATION

You can see the full Roadmap to Easing Restrictions at www.covid19.qld.gov.au. If you have further questions regarding the Industry Framework for COVID Safe Events, please contact:

- Helpline: 134 COVID (13 42 68 43)
- Tourism Response Team: tourismresponse@ditid.qld.gov.au

As at 1 July 2020