

STAMBAUGH
AUDITORIUM
weddings



COVID-19
RESPONSIBLE
OPERATING PROTOCOLS

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To our valued clients and vendors:

We are all facing a truly unprecedented situation. The COVID-19 (coronavirus) pandemic has affected our families, businesses, and way of life in a very profound way. Our hearts go out to all who have been impacted both directly and indirectly. As we navigate the reopening of our doors, the health and safety of our clients, vendors, staff and community is our top priority. In this document, you will find the carefully planned operating protocol we will be implementing for all wedding ceremonies, receptions, and many other events for the foreseeable future.

Unfortunately, there is no promise as to when things will be “back to normal”. Please rest assured that our staff will be taking appropriate precautions while still offering the service expected of Stambaugh Auditorium. As we have all seen in the past months, safety recommendations can and will change frequently. As we go forward, we will be sure to keep our procedures and precautions updated in accordance with the CDC and the State of Ohio regulations. For the most updated information, please refer to our website, stambaughauditorium.com or call 330-747-5175.

Stay well, we look forward to working with you soon.

Building Capacity

Total Capacity

- The total capacity for Stambaugh Auditorium is set at 300. This number is inclusive of the wedding party, guests, Stambaugh Auditorium staff, and vendor staff.
- Guest capacity is limited to no more than 250 guests. The remaining capacity of 50 is reserved for building staff, security, bartenders, vendors, caterer, photographer, videographer, DJ / band, etc.
- If a dancefloor is requested guest capacity will be limited to no more than 150 guests.

Capacity Monitoring

- Guest entrance attendants will be provided at each guest entry by Stambaugh Auditorium.
- These staff members will monitor the facility capacity by utilizing counters and guest lists.
- Wristbands may be issued to guests to track who has been counted.
- Guest list must be provided by the client. The list must be formatted in Microsoft Excel or Google Sheets and alphabetized by last name.

Restroom Capacity

- Ballroom Lobby
 - Ladies Room - Max 5
 - Men's Room - Max 3
- Concert Hall Lobby
 - Ladies Room - Max 5 (*not available to Ballroom level events*)
 - Men's Room - Max 4 (*not available to Ballroom level events*)
- Christman Hall
 - Max 1 (*only available for Christman Hall events*)

Stambaugh Auditorium Staff

Staff Health and Safety Regulations

- Staff is required to wear a mask unless they are working alone in an assigned work area.
- Staff is required to wash hands often.
- Staff working in close proximity to guests must wash their hands every 15 to 20 minutes.
- The sharing of radios, phones, or other items that come in close proximity with a person's mouth or nose is prohibited.
- All food service related staff must use gloves (including bar staff). Gloves must be changed between tasks and changed often.

Stambaugh Staff Requirements

- Police Officers
 - Two (2) uniformed officers - parking lot / exterior detail

staff requirements continued

- Two (2) plain clothes officers - one assigned to the Ballroom Lobby and one assigned to the Ballroom
- All officers will be involved in monitoring social distancing regulations.
- The Ballroom Lobby officer will monitor the lobby and related spaces as well as monitor the gift table.
- The Ballroom officer will monitor the Ballroom including the bar area.
- Restroom Attendants
 - Two (2) restroom attendants (*one for the men's room and one for the ladies room*)
 - The attendants will control restroom occupancy as well as disinfect every 15 minutes.
 - Restroom capacity will be monitored by the attendants.
- Facility Operations Staff
 - One (1)
- Event Coordinators
 - One (1) Event Coordinator and one (1) assistant
- Bartenders
 - Four (4)
- Guest Services
 - One (1) greeter/lobby attendant
 - One (1) Ballroom attendant
- Building Manager
 - One (1)

Food and Beverage

Cocktail Hour

- Cocktail hours are not permitted at this time.

Appetizers

- Stationed or passed appetizers are not permitted.
- Appetizers must be plated per guest and served to each guest at the guest's table.

Dinner

- No food stations or guest-served food.
- It is preferred that dinner is served as a plated meal served to each guest at the their table.
- Buffet requirements
 - Guests are unable touch anything at the buffet line; plates, serving utensils, food, etc
 - Caterer must provide servers stationed at the buffet line to dish out each item
 - A sneeze guard will be provided by Stambaugh Auditorium
 - Once the plate has reached the end of the line, the catering staff will place the plate on a 48" round for the guest to pick up.
 - The caterer is responsible for providing plates, utensils, serveware, chafing dishes, water glasses, etc.

food and beverage continued

- The caterer is responsible for dismissing tables to the buffet, starting with the tables furthest away. One (1) table at a time. Once the last person from the table is half way through the line, the next table may be called.
- Caterer is responsible for coffee service. Coffee must be served at the table.
- Family style food service is prohibited.

Dessert

- Cookies
 - All cookies must be provided by a licensed food service provider. Clients and vendors must be able to prove where the cookies were purchased (*provide copies of receipts*), no homemade cookies.
 - Cookies must be prepackaged, individually bagged or boxed and delivered by food service staff to the guest tables.
 - A traditional cookie table is prohibited.
- Cake
 - A small cake for the bride and groom to cut is permitted. This cake must only be consumed by the bride and groom.
 - A large display cake cannot be served to guests.
 - Prepackaged cupcakes or large sheet cakes may be delivered to the kitchen and served to guests by the caterer.
 - Sheet cakes must be cut and plated by caterer.
 - Any cakes or cupcakes prepared for consumption must be provided by a licensed food service provider that carries workers compensation and liability insurance, in addition to a food service license. Cake must be delivered by the licensed food service provider.
- No candy display, beverage fountains, chocolate fountains, or similar service styles.

Bar

- Eight (8) feet of service length will be assigned to each bartender.
- An area in front of the bar will be designated with stanchions with a clear entrance and exit.
- The bar area will take up a minimum space of 8' x 20' inclusive of bar staff space.
- Only two (2) guests are permitted in each eight (8) feet of bar service area.
- A guest can only order two (2) drinks each time they enter the bar area, once they receive the two (2) drinks ordered, the guest must leave the bar area.
- All garnishes will be served by the bar staff.
- Plastic cups must be properly disposed of after one use.
- If glassware is used, it must be collected after one use by the appropriate staff member, then properly washed and sanitized.
- Any glassware must be provided by Stambaugh Auditorium.
- An online ordering system will be utilized to speed up bar service. A secondary line will be implemented for drink pick up only.

Event Details

Timeline

- Event setup may not start until 11:00 am on the event day if there was an event the evening prior.
- Guests must exit the building by 11:00 pm if there is an event scheduled the next day.
- All vendors must clear the building by 12:00 am. if there is an event scheduled the next day.
- If no event is scheduled the day prior or the day after, then building access times will be as stated in the contract.

Room Layout

- Clients must select from a predetermined layout designed by Stambaugh Auditorium staff.
- No more than eight (8) guests per table is preferred. Ten (10) guests per table max.
- Tables must be spaced 8' apart.

Holding Rooms

- Bridal party arrival time will be determined by room usage and sanitation. Please contact your event coordinator for further instructions.
- Large parties must be split up to maintain proper social distancing.
- No more than ten (10) people per holding room, this is inclusive of bridal party members, family, hair stylists, makeup artist, photographer, etc.

Reception Details

- To adhere to social distancing requirements the elimination of dancing and a dance floor is strongly recommended. Formal dances between the bride and groom, mother of the groom and groom, and father of the bride and bride are acceptable.
- If space for dancing is requested by the client, the capacity will be reduced to accommodate the dance space.
- If a dancefloor and dancing is requested by the client, the DJ or emcee of the event is to monitor social distancing between guests.
- A grand exit is prohibited due to social distancing.
- A receiving line is prohibited due to social distancing.
- There will be no bouquet or garter toss, due to the concern of guest safety.
- The congregating and socializing of groups is prohibited due to social distancing.
- High top tables or guest tables without seating is prohibited.

Specialty Services

- If the client wishes to utilize a specialty service such as a photobooth or like business, the business from which that service is being provided must provide an attendant that will frequently and responsibly sanitize the space used as well as any props.
- If the decision has been made to eliminate a live band or DJ, Stambaugh Auditorium can provide a sound system for a fee of \$400. The speeches can be conducted and dinner music can be played from this sound system.

Post Event Sanitation

- All vendors including the caterer must remove all service items from the building at the end of the event.
- Stambaugh staff will not immediately clean or strike the room. A waiting period of five (5) hours will take place before cleaning and room strike will start.
- All non-Stambaugh items must leave the building at the end of the event.