

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 time. 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 event operations during this situation, 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 have implemented 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 continue forward, we will be sure to keep our procedures and precautions updated in accordance with the CDC, State of Ohio, and City of Youngstown regulations. For the most updated information, please refer to our website, [stambaughauditorium.com](http://stambaughauditorium.com) or call 330-747-5175.

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

## **Guest Health and Safety Regulations [Added 7-22-2020]**

- In accordance with the July 20th City of Youngstown order and July 22nd State of Ohio order, guests of Stambaugh Auditorium are required to wear a mask/face covering unless otherwise exempted, as follows:
  - Guests may remove their Face Covering while consuming food and/or beverages seated at their table.
  - Guests with any medical or behavioral condition or disability, including, but not limited to, any person who has trouble breathing, or is unconscious, or incapacitated, or is otherwise unable to put on or remove the face covering without assistance, should not wear a face covering.
  - Those under the age of six (6) are not required to wear a face covering
  - When communicating with a hearing impaired person a mask is not required.
  - When giving a speech a mask is not required.
  - Please contact us at 330-747-5175 to discuss options regarding masks for bridal parties.

## **Building Capacity**

### **Total Capacity**

- The total seated for Stambaugh Auditorium is set at 300. This number is inclusive of the wedding party, guests, and all vendors who are assigned a seat or included in the guest count.
- Others in attendance such as building staff, security officers, bartenders, and vendor staff (caterers, photographers, DJ, etc.) who are not included in the guest count are in addition to the 300 guest capacity.
- If a dancefloor is requested guest capacity will be limited to no more than 150-200 guests.
- Other options are available to include more than 200 guests with a dancefloor, please contact us to discuss further.

### **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*)



*restroom capacity continued*

- Christman Hall
  - Max 1 (*only available for Christman Hall events*)

## **Stambaugh Auditorium Staff**

### **Staff Health and Safety Regulations**

- Staff members are required to wear a mask unless they are working alone in an assigned work area.
- Staff members are 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** (*receptions only*)

- Police Officers
  - Two (2) uniformed officers - parking lot / exterior detail
  - 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 that utilizing the lobbies are not permitted.
- Cocktail type events must have table seating for all guest and follow food service protocol outlined in this document.

### Appetizers

- Passed appetizers are not permitted.
- Appetizers must be plated per guest and served to each guest at the guest's table, or stationed following buffet protocol outlined in this document.

### Dinner

- No self-serve 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.
  - All buffet items must be served by the caterer / food service staff. The guest plate must remain with the service staff until all food has been placed on it. The plate will then be placed on the buffet table for the guest to pick up.
  - A sneeze guard can be provided by Stambaugh Auditorium or all food items must be kept on a back buffet where only the caterer / food service staff have access to it. Empty tables will be placed to keep guests away from the service area.
  - Only one guest table is permitted at each buffet at a time. Once one table has proceeded through the buffet line, then the next guest table can be released to the buffet.
  - Markings will be placed on the floor to keep guest properly distanced while at the buffet.
- The caterer is responsible for providing plates, utensils, serveware, chafing dishes, water glasses, etc.
- Caterer is responsible for coffee service.
- Shared beverage vessels at tables including water pitchers and wine bottles are not permitted.

### Dessert

- Cookies
  - Homemade cookies are permitted. The cookies must be prepackaged, either boxed or bagged per guest. - cookies can be prepackaged (display handed out or at table guest seat (cookie display behind barrier served by caterer. Guests may not serve cookies to themselves or others
  - Prepackaged cookies maybe placed at each place setting. They may also be distributed at a table where the caterer or Stambaugh Auditorium staff will distribute the prepackaged cookies.
  - A traditional cookie table is prohibited.

## *food and beverage continued*

- **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**

- All alcohol service must end by 10:00 pm. Consumption of alcohol must conclude by 11:00 pm. On-premise alcohol consumption is prohibited between the hours of 11pm and 5:30am as required by the Ohio Liquor Control Commission's Emergency Rule. [Added 8-6-2020]
- 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. All bar glassware must be provided by Stambaugh Auditorium.
- An online ordering system may be utilized to speed up bar service. A secondary line will be implemented for drink pick up only.

## **Event Details**

### **Room Layout**

- 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.



## *ceremony details continued*

- It is preferred that Boutonnieres are pinned on by either a family member or other member of the bridal party. If it is not possible to designate a family or bridal party member to pin Boutonnieres, a Stambaugh staff person may be able to assist. If a Stambaugh staff person will be involved, Boutonnieres can only be pinned on one person at a time, with no other bridal party or family members crowding around. The person having the Boutonnieres pinned must wear a mask, the Stambaugh staff person will be wearing a mask as well. The staff person may also choose to wear gloves.

## **Ceremony Details**

- Ceremony seated capacity is limited to between 50-75 guests depending on arrangements made prior to event date.
- In many cases the Concert Hall may be available as an alternate ceremony location. Please contact us for further information.
- We may be able to accommodate additional seated guests, only if a guest list is provided ahead of time. The guest list must be broken down into families that are able to be seated together.
- Guest will be directed to seats, once guests are seated we ask that they remain seated until after the ceremony has ended.
- Additional to the socially distanced seated guests, others in the room may be the Bride and Groom, Bridal Party (standing on designated spots), officiant, vendors (photographer, videographer, musician/DJ).
- For ceremony only events, we ask that immediate family members wait until guests have exited the building before leaving the assigned post-ceremony bridal party waiting area. This will encourage guests not to gather and mingle. The post-ceremony waiting area will be determined by Stambaugh Auditorium.
- A grand exit is prohibited due to social distancing.
- A receiving line is prohibited due to social distancing.
- A drive through receiving line is possible. A parade of guests in their cars may take the place of a receiving line utilizing our west driveway and marquee area. This must be coordinated at least two (2) weeks prior to the event date. Additional fees will apply.
- Live Streaming and/or low power FM broadcast (less than ¼ mile range) of ceremonies can be provided by Stambaugh Auditorium for an additional fee.

## **Reception Details**

- If space for dancing is requested by the client, the seating 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 and mask regulations.
- 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.
- All non-Stambaugh items must leave the building at the end of the event.