

Quick Reference Guide

Event Support Guidelines as of 20 August 2020

All participants must wear a face-covering while in Museum.

Current Social Distancing (SD) measures must be planned and followed for all events.

Facility user is responsible for integrating required Social Distancing measures based on their event specifics.

1. Indoor Daytime Events

1a. Theater Style Seating Events (official ceremonies only such as retirements, change of commands, assumption of commands, promotions):

LOCATION - Bldg 2 - *Center Stage*

- Limited to 100 total seated attendees or less
- 6 rows of 8 chairs on each side, with 15' center aisle, with stage
 - o Number includes stage party
 - o Support staff not included in count total
- Support staff/equipment cannot impede public walk ways
- Masks required on entry and in ceremony seating, even when seated
- Stage party permitted to remove mask when on stage and conducting interviews only
- Event area must be cordoned off to prevent public pass through
- Live singer permitted
- Live ceremonial music permitted (space permitting)
- Flags pre-posted preferred
- No food or beverages permitted in public area (other than water container with lid)

LOCATION - Bldg 4 - *Presidential Gallery* (Note - This option is not offered during the day, however it has been requested by WPAFB Senior Leaders, due to past use. Small stage and chairs available. No in-house sound system available.)

- Limited to 80 total (76 seated attendees w/ small stage and up to 4 stage participants)
- Limited to 100 total seated attendees w/ no stage
- Includes 15' center aisle
 - o Support staff not included in count
- Support staff/equipment cannot impede public walk ways
- Masks required on entry and in ceremony seating, even when seated
- Stage party permitted to remove mask when on stage and conducting interviews only
- Area must be cordoned off
- Live singer permitted
- Live ceremonial music permitted (space permitting)
- Flags pre-posted preferred
- No food or beverages permitted in public area (other than water container with lid)

LOCATION - Bldg 1 - *Carney Auditorium*

- Limited to 60 total attendees (54 seats available)

LOCATION - Atrium Entrance - *Air Force Museum Theatre*

- Limited to 45 total seats plus stage participants

1b. Seated Table Events (Non-official activities/meetings/meals/lectures):

LOCATION - Bldg 2 - *Center Stage*

- 50 maximum individuals
- 14 tables maximum

LOCATION - Bldg 4 – *Presidential Gallery*

- 50 maximum individuals
- 14 tables maximum

LOCATION - *Space Gallery Overlook*

- 50 maximum individuals
- 10 tables maximum

1c. No Seating/Tradeshow Style Events:

- Tradeshow style events are not practical under current restrictions and are not permitted at this time.

1d. Classrooms:

LOCATION - *Learning Center*

- 26 maximum individuals

LOCATION - *STEM Learning Node – Space*

- 26 maximum individuals

LOCATION - *STEM Learning Node – Presidential*

- 17 maximum individuals

2. Indoor After-Hour Events

LOCATION - Bldg 2 - *Center Stage*

- 50 maximum individuals
- 28 tables

LOCATION - Bldg 4 – *Presidential Gallery*

- 50 maximum individuals
- 27 tables

LOCATION - *Space Gallery Overlook*

- 50 maximum individuals
- 15 tables

3. Indoor Non-Support Activities (public areas)

- Must be reviewed and pre-approved by MUS
- Limited to 10 people or less
- SD required

4. Guided Tours (indoor public areas)

- 10 people or less per guide (# does not include guide)
- SD required – group briefed prior to tour
- Guide monitors public and locates group accordingly

5. Outdoor Daytime Events to include Memorial Park

- Private outdoor gatherings are currently limited to 25 people and must comply with all Federal, State and Local Health and Safety Orders.
- Attendance cannot exceed Social Distancing capabilities of any event area.
- All visitors and participants must adhere to all federal, state and local health and safety orders regarding face coverings

SPECIAL NOTES:

- No stand up receptions.
- All individuals, must be seated when consuming food and beverages.
- Visitors to the Museum, who are with a familial group of up to 25 people, may eat together in the Memorial Park & picnic areas without having to social distance.
- The Museum and Air Force Museum Foundation may hold outdoor activities up to 50 people that adhere to the approved COVID-19 plan.
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FACE COVERING EXCEPTIONS:

- Seated guests who are consuming food & beverages
- When performing/speaking on stage
- While participating in an official interview
- Exceptions will be outlined within each individual Covid-19 event plan

Capacity limits and guidelines may change as COVID restrictions change.

As of 8/20/2020 4:11 PM