



## EVENT SUPPORT GUIDELINES

as of 20 August 2020

### INDOOR DAYTIME EVENTS

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

#### Center Stage - Bldg 2

- Limited to 100 total seated attendees or less
- 6 rows of 8 chairs on each side, with 15' center aisle, with stage
  - Number includes stage party
  - 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)

**Presidential Gallery - Bldg 4** (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
  - 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
- 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)

#### Carney Auditorium - Bldg 1

- Limited to 60 total attendees (54 seats available)

#### Air Force Museum Theatre - Atrium Entrance

- Limited to 45 total seats plus stage participants





**Seated Table Events** (Non-official activities/meetings/meals/lectures):

**Center Stage - Bldg 2**

- 50 maximum individuals
- 14 tables maximum

**Presidential Gallery - Bldg 4**

- 50 maximum individuals
- 14 tables maximum

**Space Gallery Overlook**

- 50 maximum individuals
- 10 tables maximum

**No Seating/Tradeshow Style Events:** Tradeshow style events are not practical under current restrictions and are not permitted at this time.

**Classrooms:**

**Learning Center**

- 26 maximum individuals

**STEM Learning Node – Space**

- 26 maximum individuals

**STEM Learning Node – Presidential**

- 17 maximum individuals

**INDOOR AFTER-HOUR EVENTS**

**Center Stage - Bldg 2**

- 50 maximum individuals
- 28 tables maximum

**Presidential Gallery - Bldg 4**

- 50 maximum individuals
- 27 tables maximum

**Space Gallery Overlook**

- 50 maximum individuals
- 15 tables maximum

**INDOOR NON-SUPPORT ACTIVITIES** (public areas)

- Must be reviewed and pre-approved by Museum Special Events
- Limited to 10 people or less
- Social distancing required





### **GUIDED TOURS** (indoor public areas)

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

### **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.

### **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.