



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.

