



MEMORANDUM

TO: Special Events Permit Holder

FROM: Kay Sass; Public Affairs and Emergency Management Coordinator

DATE: June 17, 2020

RE: Special Events held during Pandemic (COVID-19)

During the global pandemic the State of Delaware has issued a State of Emergency (SOE) Declaration with many different facets. It is up to the permit holder to abide by the latest modifications to the SOE.

For the latest information please go to the state's website at <https://coronavirus.delaware.gov>

Your permit must be submitted 30 days prior to the event. Included with your submission it must now include how you will enforce the current guidelines for the SOE. (Plan A). Additional plan for what you will do to comply if the guidelines become less restrictive (Plan B) or more restrictive (Plan C).

Please pay attention to any criteria listed but specifically to the numbers in attendance, guidelines on any tents, masks etc.

By accepting the permit, you agree to abide by the guidelines set forth and those that are effective the day (dates) of your event.

For events meeting the criteria to contact and develop a plan and approval through the Division of Small Business you must also submit the approval letter from the Division of Small Business stating that they acknowledge you are following the Governor's Directives.

If you have any questions or need clarification, please do not hesitate to contact us.