

TEMPLATE EVENT DELIVERY PLAN – COVID-19

The Government has published detailed [guidance on organising outdoor sport and physical activity participation events](#), which can help venues, officials and organisers facilitate events such as recreational competitions, social play events and club nights. The LTA recommends that in line with this guidance, all event organisers complete a COVID-19 delivery plan using the latest LTA COVID-19 Guidelines. Look at how these might apply to your event and complete the table below. This template is to be used as a guide to help delivery your event.

Name of event	Girton Feast Open Day	Location	Girton Recreation Ground
Description of event (e.g. Competition, Club Night)	Open Courts during the Girton Fete	Size of the event	Up to
Date	10/07/2021	Timings	10am-6pm
Event co-ordinator	Victor Travieso	Event staff	Alan Richardson, Mark Lawton, James Page, Bruce Parker
Before the event	<ul style="list-style-type: none"> - Procurement of hand gel and wipes - Set up of table and gazebo by court entrance - Sign on court entrance - Rackets and balls prepared in advance - Court booking blocked for the duration of the open day 		
During the event	<ul style="list-style-type: none"> - Access to courts through pavilion side door only - One group per court with 12 people maximum group size - Rackets and balls handed to players on entry and returned on exit - Wipes and hand gel available on entry to court to clean hands and racket handles - First aid kit available in the tennis room 		
After the event	<ul style="list-style-type: none"> - Equipment stored in the tennis room 		