



Return To: Seattle Special Events Office
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Beginning October 25, 2021, people ages 12 and older are required to show proof of full COVID-19 vaccination or a negative test result to enter certain indoor and outdoor events and establishments in King County.

Until further notice, all Seattle Special Event Permit Applications for the below events taking place on or after October 25, 2021, must be accompanied by a written comprehensive plan for attendee vaccination and negative test verification:

- Outdoor events with 500 or more people at one time**
- Indoor events with 500 or more people at one time which require a Special Event Permit**

If your event meets one of the above qualifications, all items on this form, including maps and other supporting materials, must be submitted with your Special Event Permit Application. All plans must demonstrate how you will meet (or exceed) mandated requirements. All plans must comply with the Local Health Officer order requiring vaccine verification in King County.

Meeting the components of this template does not guarantee permit approval.

The City of Seattle's requirements will meet state and public health guidelines. If changes in COVID conditions in Washington State or King County make it necessary – in public interest – Special Events Permits will be suspended.

Review and use the [King County Vaccination Verification Order Toolkit](#) to establish your plan.

Learn more at kingcounty.gov/verify

1. EVENT LAYOUT DIAGRAM

As a companion to your Special Event Permit Application, you are required to submit an event layout diagram or map that addresses the items below.

- Overview map**
 - Show entire footprint of event
 - Show contained area and perimeter
 - Note type of containment (fencing, rope, walls, etc.)
 - Show programmed area(s) (stage, vendor booths, etc.)
- Entries and Exits**
 - Indicate location of all entries and exits, including emergency exits
 - Indicate queuing space that will be used outside of entry
 - Indicate all credential, ticket, and security checkpoints
- Vaccination and Negative Test Review**
 - Indicate verification review location(s)
 - Indicate any isolation or holding area(s) for noncomplying attendees

2. WRITTEN PLAN

Your written Vaccination and Negative Test Plan must address each of the sections below. Guidance is provided for this type of information in the [King County Vaccination Verification Order Toolkit](#).

VACCINATION AND TEST REVIEW STAFF

Identify a site-specific Vaccination and Negative Test Supervisor and staff who will be performing the Vaccine and Negative Test verifications for attendees.

In your plan, include:

- Role / job description of designated Vaccination and Negative Test Verification supervisor(s)
- Number and locations of Vaccination and Test Verification staff
- Confirmation and description of supervisor and staff verification training
- Description of verification staff location(s)

VERIFICATION TOOLS AND COLLECTION

In your plan, include which of the following acceptable proofs of vaccine and negative testing that you will accept and use:

Vaccination:

- Mobile apps (list which you will use)
- Photo of vaccination card
- Physical vaccination card
- Printed record from vaccine provider or MyIRmobile.com

Negative Tests:

- Print or digital documentation from pharmacy, laboratory, testing provider
- FDA-approved PCR test taken within the previous 72 hours

On-site Testing:

- FDA-approved rapid test done by a testing provider on-site at the event

CROWD MANAGEMENT

Describe in detail your Crowd Management plans taking into consideration vaccine and negative test verification, and current public health physical distancing and masking requirements, including:

- Entry / Exit Plan
- Queuing & Line Management
- Programmed Areas (vendors, booths, etc)
- Crowd Flow (including through programmed areas)
- Masking or social distancing enforcement
- Vaccination and negative test verification process

COMMUNICATION PLAN

Please provide proof of vaccination and negative testing communications plan and describe how you will communicate this plan **pre-event, during the event and post-event** for each of the following constituencies. Please note this is separate from the required neighborhood notification plan:

- Staff, Volunteers, Performers
- Vendors, Suppliers, Contractors
- Participants, Guests, Attendees, Spectators

Resources:

- [Keep Each Other Safe Poster](#)
- [King County Vaccination Verification Order Toolkit](#)

3. RESOURCES AND STAYING INFORMED

To ensure that you stay up to date on the guidance that is being issued by King County and the State, you are required to:

- Review all requirements in the [King County Vaccination Verification Order Toolkit](#)
- Consult the [Washington State Coronavirus Response](#) website and [applicable Proclamations](#) on a periodic basis or whenever notified of the availability of new guidance.
- Check frequently for updated [Washington State COVID-19 resources for businesses](#).

- **Please attach or include all additional site plans and associated event documents required above.**
- **Your completed COVID-19 Vaccination and Testing Verification plan must accompany your Special Event Permit Application.**
- **For assistance with this form, please contact the Seattle Special Events Office at specialeventsoffice@seattle.gov or 206-684-7025.**