



Alert Level 2:

Recommendations for Comedy Shows

Date: 13/08/2020

Document Control

Version	Summary of Change	Date	Made By	Status
Initial Draft	Established draft document for review	13/05/2020	Corin Healy	Peer Reviewed
0.1	Removed note on restrictions in place from 14/05 – 21/05. Removed guideline on performers being treated as one group.	15/05/2020	Corin Healy	Second Peer Review
0.2	Updated reference, document purpose, occupancy, layout and social distancing.	15/05/2020	Corin Healy	Third Review
0.3	Adjusted occupancy wording.	15/05/2020	Corin Healy	Pending Final Review
1.0	Included guidance from Scott Blanks regarding stage distance.	16/05/2020	Corin Healy	Approved
1.1	Updated occupancy wording after research by Tim Muller. Expanding brief from Open Mics to all Comedy Shows. Updated Layout details.	13/08/2020	Brendon Green	Approved

References

Document Name	Location
Interim Guidelines for Hospitality Alert Level 2	https://hospitality.org.nz/resources/all/fb-level-2-guidelines
Alert Level 2	https://covid19.govt.nz/alert-system/alert-level-2/#gatherings-events-and-public-venues



Document Purpose

The intent of this document is to assist promoters and producers who are considering staging Comedy Shows in a way that is safe for audiences, performers and venue staff while New Zealand is in Alert Level 2.

As the Ministry of Health provides clarifications of Alert Level 2 operating requirements, key detail may change. The NZ Comedy Guild will endeavour to keep this document up to date with new developments. Please ensure you refer to the latest version of this document.

Producer Responsibilities

- All producers are responsible for the safety of performers, as such, all performers are to be informed of the guidelines as they are updated prior to the gig.
- Sanitiser and disinfectant wipes are to be provided by producers.
- If the gig is at a bar or other hospitality venue, the venue manager is responsible for cleaning of tables, bathrooms, and utensils. If the producer has hired a venue, the producer is responsible for all cleaning and seating layout.
- Contact the venue manager to ensure available tickets enable appropriate social distancing measures, also ask about what contact tracing measures are in place and confirm who will be responsible for the management of this requirement.
- Ensure all performers are aware of social distancing measures.

Guidelines

Guideline	Description
Occupancy	No more than 100 persons in the venue, not including venue staff. Paid performers, techs, and backstage roles are not included in the 100 person limit. However, unpaid performers (for open mics etc) should be included in the 100 person limit.
	Individual group sizes are limited to 10.
Layout	All persons in the venue will be seated.
	The stage (or performing space) will be 2 meters away from the audience.
	Theatre-style seating - rows of seats should be 1m apart. If more than one group is seated on a single row, a 1m gap (2 empty seats) between the groups should be enforced. If the venue has fixed row seating, follow the venues advice on audience seating.
	Cabaret-style seating - 1m spacing between adjacent tables, measured from either the table edge or the back of occupied chairs (whichever is closer).
	Each person in a green room will adhere to social distancing recommendations.
	No sharing of tables or chairs with people outside of own group.
	No audience volunteers on stage.
Service	A single server will be assigned to each group.
Payment	Contactless payment is strongly recommended, where possible take online payments.
Contact Tracing	Each person in the venue must be recorded in a Contact Tracing Register. Key details to capture are: <ul style="list-style-type: none"> - Full Name - Date - Time in / Time Out - Address - Email - Phone Number
	Note: These details are not to be used for any form of advertising or shared with any other party. The register is to be kept secure for 2 months after the event then must be destroyed. A sign advising of contract tracing process is to be clearly visible.

	<p>Prior to the gig, discuss with the venue manager who will be responsible for contact tracing. It is likely that the venue manager will already have this in place.</p> <p>Ticketing sites such as eventfinda can be integrated into the contact tracing process.</p> <p>While not preferred by the Ministry of Health, a paper based register can be used, so long as the pen and paper are kept clean and used by one staff member only.</p>
Hygiene	<p>The context of Hygiene is with regard to performers, venue hygiene is the responsibility of venue management.</p> <p>All performers to sanitise hands on arrival and after any refreshment break.</p> <p>The microphone is to be cleaned with disinfectant wipes before each performer touches the microphone. It is the responsibility of the producer to provide the wipes.</p> <p>It is recommended to have one microphone for the MC and one for the performers. The MC has the most regular contact with the microphone and have a higher risk than performers.</p>
	<p>Queue Management If there is a queue, persons are to be no closer than one meter.</p>