



QUICK GUIDE FOR EVENTS

Break out the champagne! We have reopened for events and are excited to move forward with your special day! First, here is a quick guide to the important current state and local mandates that apply to your wedding, and then some helpful tips as you move forward with your planning!

1. **Starting May 19th, you can have your wedding at Le Chateau for up to 250 people, socially distanced!**
2. **Your floor plan can be created in Social Tables and should include contact information for every guest.** This is required by NYS for contact tracing purposes, and must include each person's full name, date of birth, address, email and phone number. Up to 10 guests are allowed per table. We will take care of socially distancing the tables.
3. **Proof of vaccination or negative COVID-19 test results are no longer required for guests!** But they are still required for all event staff and vendors. In order to enter Le Chateau, all staff and vendors must present proof of either (a) a negative COVID-19 test result within 72 hours of the wedding start time, or (b) having completed the COVID-19 vaccination series at least 14 days prior to the wedding date. Per NYS DOH, we are obligated to deny entry to anyone who fails to comply with these requirements. We will also conduct a quick health check questionnaire for all guests, staff and vendors as they arrive.
4. **Social distancing is required.** 6' of distance must be maintained at all times, except by members of the same household/family/table. Additionally, no congregating is permitted (such as at the bar or in restrooms or hallways).
5. **Masks are required.** Masks are required for all guests to enter the event and may be removed only to eat or drink at your table. (Scarves and neck gators are not permitted.) Think of it like going out to your favorite restaurant right now: everyone wears masks on entry and until they are seated/eating and drinking. At all other times – during the ceremony, using the restroom, ordering a drink at the bar, dancing, being served at a cocktail station – masks are on!

Bridal party/ceremony officiants do not need to wear masks during the ceremony; bride & groom do not need to wear masks during first dance; and best man/maid of honor/parents do not need to wear masks while giving toasts.

6. **Eating and drinking can only happen while seated/at a table.** You can still have a stellar cocktail hour, and we will provide extra cocktail tables and seating for your guests. This just means no one should be walking around while eating or drinking (while their masks are temporarily off).
7. **Dancing is permitted!** Masks are required on the dancefloor, along with social distancing for people not from the same household/family/table. Le Chateau will clearly mark 6' x 6' dance zones on the dancefloor, to help facilitate social distancing.
8. **Le Chateau has been hard at work implementing all of the strict cleaning, sanitation and employee training/testing protocols required for a safe event.** You can feel confident that our staff will be keeping the venue sparkling clean and safe for your guests, with plenty of hand sanitizer and signage to remind guests of the current rules.



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9. **Your vendors will be required to wear masks and respect social distancing.** Live performers (such as musicians) must be separated from guests by 12' or a physical barrier. In addition to presenting proof of a negative COVID-19 test or proof of vaccination, we will ask all vendors to submit to a quick health check questionnaire as they arrive.
10. **For guests traveling from out of state,** remind them to fill out the [Traveler Health Form](https://coronavirus.health.ny.gov/covid-19-travel-advisory#traveler-health-form) on the ny.gov website (<https://coronavirus.health.ny.gov/covid-19-travel-advisory#traveler-health-form>).

Finally, some great advice we came across:

"Focus on the love that brought you together and make that love the center of your planning experience. The celebration will still be just that: a celebration of your love for one another among family and friends. Don't allow masks and hand sanitizer to over-shadow that."

To-Do: Relax and Get Married. We've Got This.

WHAT TO DO NEXT? Some helpful tips from our friends at The Knot!

Check-In With Your Vendors: Once you're aware of local and national guidelines, call all of your vendors. Talk about their COVID-19 protocols and how they will be implemented on the wedding day, and discuss your role in implementing those measures as a client. Perhaps even consider ways you, the couple, can help your vendors (see below for communication with guests). This responsibility doesn't solely fall on your vendors as it's your wedding and these are your guests, so you should help make sure the event is as safe as possible.

Communicate With Your Guests: If you originally planned a 200-person gathering, you may need to rescind some of those invitations. Good news: it's acceptable to [graciously uninvite someone from your wedding](#) in light of the coronavirus. However, you need to take action as soon as possible so they can cancel any travel plans they may have made.

For guests who are invited to your wedding, share the safety measures you'll be taking and the expectations you have of those guests. For example, they need to bring their own mask and wear it most of the time. Communicate that clearly so they understand exactly what they're committing to. And, spell out every detail on your wedding website so your guests can easily refer back to the information.

Invest in Signage: Le Chateau will have the appropriate signage and hand sanitizer stations posted throughout your event space. However, you may want to invest in signage that gives your guests directions that are a little more personalized. And have some fun with it! Say things like: "Spread love not germs" or "Mask up so we can party down."



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Wear Masks: Wearing a mask is one small, simple thing you and your partner can do to help keep your guests as safe as possible. We know the idea of rocking a face covering on your wedding day isn't the most exciting, but it does reduce the transmission of coronavirus. To help you find the perfect face covering, we've put together a list of [cute wedding masks that will actually look cute in your pictures](#).

Call for Backup If Necessary: If you're still worried some guests might not respect your wishes on your wedding day, consider calling in for backup. Le Chateau's venue staff will respectfully remind guests of current guidelines and your DJ or band can make announcements; but consider asking a trusted member of your family or bridal party to keep an additional eye on the guests. If there's someone breaking social distancing rules or refusing to wear a mask, perhaps this person can remind the guest of the expectations. That way, you don't have to stress about confronting people on your wedding day.

Show Grace to Your Guests: Coronavirus is a serious health concern for many people. Even if they specifically may not be at risk, they might be living with someone who is or come in contact with someone who is (like their parents, who they're grocery shopping for). Rather than pressuring guests (or members of your wedding party) to attend, go out of your way to tell them that they don't have to attend if they don't feel comfortable. They will appreciate how considerate it is of you to start that conversation. Know that your guests all wish to celebrate with you, but the pandemic is a unique circumstance. If they're unable to attend, make sure you tell them you understand and that you can't wait to celebrate together when it's safe.