Checklist Event Planning
(As of: March 4th, 2022)

This information is our own compilation and should serve as orientation for your event planning. We would like to point out that we make no claim that this information is complete and up to date. Individual regulations change quickly in the current situation. For legally binding and universally valid information or answers to specific questions on hygiene protocols, please contact the responsible authority:

Public and Professional/Vocational Events

City of Nuremberg
Public Order Office
Department of Safety and Regulatory Affairs
Innerer Laufer Platz 3
90403 Nuremberg
Telephone: 0911 / 231 - 2897, - 2287
E-Mail: Contact Formula

Private Events (Meetings, Weddings, etc.)

Nuremberg Health Department
Burgstr. 4
90403 Nuremberg
Telephone: 0911 / 231 3193
Homepage
What should you consider when planning an event in Nuremberg?

Before the Event

1) **Verify if your event may take place.**
   - Business and private events are again permitted. All other festivities in public areas are still not allowed.
   - The maximum number of participants is dependent on the type of event. You can find more information on our Summary Page.
   - Clarify if your event needs to be officially registered, which is the case for:
     - Events in public areas. Please refer to the Real Estate Office of the City of Nuremberg.
     - Public events in private areas. Please refer to the Public Order Office of the City of Nuremberg.
     - All events with more than 1,000 participants. Please refer to the public authority in charge.
   - The information here focuses on events, which take place for business and professional purposes (in rented spaces). Support for private celebrations can be found on the Information Sheet (in German) for Weddings (Link to Sheet) of the DEHOGA Bavaria.
   - Depending on the current state, individual measures may change, especially the entry rules (vaccinated, recovered, tested, the ‘3 Gs’ – “geimpft, genesen, getestet”) and the mask obligation.
   - You can find all further information about the current regulation on our regularly updated website.

2) **Create an infection control and hygiene plan for your event.**
   - Clarify who is the official organizer of the event.
   - For events with more than 100 participants, an individual infection control and hygiene plan has to be elaborated by the host and/or the event organizer.
   - The Framework (in German) for Meetings, Conferences and Similar Events (Link to Framework) and the Framework (in German) for Trade Fairs and Exhibitions (Link to Framework) contain all the important requirements and basics for planning and carrying out an event.
   - For events featuring gastronomy, the Framework (in German) Gastronomy (Link to Framework) applies additionally.
• Make certain that all persons involved are informed about the infection control and hygiene plan and that the staff have received proper training.

3) **Inform yourself about criteria which would exclude someone from participating**
   • All participants, visitors and service providers must be informed in advance, under which circumstances they may not participate.
   • The following participants must be excluded:
     ▪ Persons who are currently infected with Corona,
     ▪ Persons who are quarantined and
     ▪ Persons with symptoms associated with Corona.

**During the Event**

1) **Implement and assure compliance with the infection control and hygiene plan**
   • Inform participants and visitors about your regulations with the help of easy-to-understand signs and stands.
   • Make certain that the measures established are followed.
   • Be sure that participants who develop symptoms during the event are isolated as soon as possible and leave the event.

2) **Assure that at no time the maximum number of participants is exceeded, that the minimum distance is maintained where necessary and that contact is reduced as much as possible.**

3) **Verification of the proofs to be presented**
   • Suppliers, organizers and operators are obliged to check the vaccination, recovered or test certificates (3G, 3G plus, 2G or 2G plus), if possible completely.
   • An inspection of the submitted proof with subsequent plausibility check is sufficient. If there is any doubt about the identity of the person concerned, an official identification document can be requested in addition for legitimation.

**After the Event**

1) **Store contact data and react if an infection is detected**
   • Store the collected data for four weeks and protect it from detection from third parties.
   • If you receive report of a possible infection, transfer the data to the health department.
We are happy to assist you

If you have questions, please feel free to ask.
We will support you in any way possible.

Your Contact:

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