

## Postpone

You're welcome to postpone your event up to 12 months after your original event date with no cancellation fee if the pandemic makes it difficult for you to host your in-person event. Just give us 30 days' notice before your event day to ensure staff hasn't been scheduled and supplies haven't been ordered.

# Move to a Larger Space

If proceeding with an in-person event makes the most sense for you, but the need for socially distancing still exists we're happy to move your event to a larger space at no additional cost. When you contract with us, we'll place a larger space on hold if one is available, so you have room to grow if needed!

# Contingency Plans

with Meydenbauer Center

It's no secret the ongoing global pandemic introduces a number of uncertainties for event planning. The unpredictable nature of events can be scary, which is why it's important for venues to have contingency plan options available for planners. When life throws a wrench in your plans, we want you to feel taken care of. The good news is, if something comes up that prevents your event from taking place, we have a number of options to accommodate you. And as always, if you have any questions, just reach out and we'll be more than happy to discuss how to move forward.

#### Go Virtual

We understand that moving forward with a live event won't always make sense, so we're happy to take any prepaid deposits and move them to booking our Virtual Event Studio, a state-ofthe-art, professional staffed production studio built in our performing arts theatre. If you make the move to the Virtual Event Studioand give us 30 days' notice, we will waive all contracted spending requirements for your live event.

### Reduce Attendance

If you'd like to proceed with an event with a reduced attendee count, we'll work with you on reducing any contracted spend requirements to align with your new needs. We don't require more detailed headcounts until two weeks before the event date, so this decision can be made shortterm if needed. Our in-house AV provider, AV Factory, will also work with you on hybrid solutions so you can stay in front of a larger remote audience virtually.

