



Event Marketing & Registration Recommended Language

Following the guidance of Michigan State University, MDDHS and the CDC, MSU Extension has eliminated the need for an event waiver to host in-person events as well as the previous restrictions related to face masks, social distancing and capacity limits.

MSU Extension recommends including the following language in marketing, registration materials and confirmation materials to ensure that all participants attending in-person events are aware that decisions regarding in-person programming will remain fluid and subject to change at any time based on guidance from Michigan State University, MDHHS and the CDC. This will also keep participant expectations at in-person events consistent across the organization.

RECOMMENDED MARKETING LANGUAGE

It is recommended that this language be listed on any marketing materials, websites or social media to promote in-person events.

COVID-19 UPDATE: We are planning for an in-person program in (EVENT DATE/MONTH). However, we continue to monitor the evolution of the pandemic and how this might impact the event. We will decide as to whether it is necessary to postpone or change the format of the event prior to (EVENT MONTH). This decision will be based on the status of the COVID-19 pandemic and the recommendations/guidelines from MSU, the State of Michigan, the Centers for Disease Control and Prevention and local health departments. You will be contacted regarding any changes or updates through the email you use to register.

RECOMMENDED REGISTRATION LANGUAGE

It is recommended that this language be used for participant registration (regardless of method used to register individuals) for in-person events. During registration, at a minimum, please collect participants' first and last name, email and/or phone number, and an emergency contact, in case something happens onsite or contact tracing is needed.

As a condition of attending a Michigan State University (MSU) Extension program, all employees, contractors, vendors, volunteers and participants agree to the following.

I understand that I am personally responsible for protecting the health and safety of myself and others. My actions will impact everyone. There is no guarantee that I or others will not become infected by COVID-19. I acknowledge the risks of COVID-19, and I acknowledge that I will do my part to protect myself and others.

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I agree that I will follow any MSU, MSU Extension, MDHHS or CDC guidelines that are in place while participating in MSU-related or sponsored activities, wherever they may occur. I will monitor myself for flu-like symptoms and will not attend the event if not feeling well. I will also refrain from attending if I have been exposed to or have tested positive for COVID-19 within the past 14 days. I will not attend events if I have traveled out of the country in the previous 14 days.

I understand that while face masks and social distancing are not required at MSU sponsored events, that participants may choose to still wear face masks and/or social distance. I will refrain from asking others about their vaccination status. I will respect people's individual choices regarding face masks, social distancing and vaccination choice while I am attending any MSU sponsored event.

I agree to follow these guidelines. YES NO

RECOMMENDED CONFIRMATION LANGUAGE

Consider including the language below in confirmation emails to participants that reiterates participant expectations while at in-person events:

We look forward to seeing you at EVENT NAME on DATE at TIME. By registering for this event, you have agreed that you will follow any MSU, MSU Extension, MDHHS or CDC guidelines in place at the time of the event, regardless of the event location. Please monitor yourself for flu-like symptoms – staying home if you either do not feel well or test positive for COVID-19 or have had close contact with someone who is sick or has tested positive for COVID-19. While face masks and social distancing are not required at MSU-sponsored events, participants may choose to still wear face masks and/or social distance. Please refrain from asking other participants or staff about their vaccination status. Please respect people's individual choices regarding face masks, social distancing and vaccination choice while attending any MSU sponsored event.