



208 E. Bayfront Parkway • Suite 103 • Erie, PA 16507-2405

Phone: 814.454.1000

1.800.524.3743

www.VisitErie.com

Erie Eclipse 2024 Preparedness Checklist – EVENTS

This checklist is designed to assist Erie County businesses who are planning eclipse events. It is a useful resource to help ensure that your event is a safe and enjoyable experience for everyone. Should you have any questions or would like further assistance, contact Christine Temple, VisitErie Director of Communications, at 814-454-1000 ext. 136 or cvb1@visiterie.com.

It's not a matter of "IF" people show up, but how many.

Safety and Logistics

- Be aware of the maximum capacity of your event space and ensure you adhere to those safety guidelines.
- Will your event require any special permits? Will you need liability insurance to host the event?
- Will you need to hire security?
- If your event is large, consider alerting local law enforcement and emergency services so they are aware.
- Do you have designated parking for visitors with clear signage on where to park? If parking is limited will the event have a shuttle service or valet parking?
- Do you have enough restroom facilities, or will you need to rent additional portable ones?
- Is your event space accessible to those with mobility challenges and are there accessible facilities, such as restrooms and seating?
- Ensure clear pathways, proper signage, and emergency exits to maintain a safe environment.
- Is your event pet-friendly?
- Is your event a ticketed event or open to the public? If ticketed, is there an online ticketing option or registration process in place?
- Ensure all event staff and volunteers are educated about eclipse safety protocols, including eclipse glasses. Safety guidelines can be found [here](#). Before the eclipse, hold a meeting to review safety protocols and expectations.
- Are you providing attendees, staff, or volunteers with glasses? Glasses can be ordered online: https://eclipse2024.org/glasses_order.html, www.eclipseglasses.com, and <https://eclipse.aas.org/resources/solar-filters>. VisitErie will have a limited number of glasses available. Contact [VisitErie](#) to learn more.
- Provide sufficient waste disposal stations and recycling bins to maintain cleanliness.
- Have a plan in place to address any potential emergencies, evacuation, and first aid/medical issues.
- Have a backup plan in case of unexpected emergencies such as medical incidents or severe weather. Consider providing indoor viewing options as an alternative.



208 E. Bayfront Parkway • Suite 103 • Erie, PA 16507-2405

Phone: 814.454.1000

1.800.524.3743

www.VisitErie.com

Safety and Logistics continued

- Consider having staff direct foot traffic and automobile traffic.
- Ensure a stable power source for electrical equipment. Have a generator on-hand for back-up.
- Have shade options such as umbrellas, or tents to protect customers from the sun or inclement weather.
- When an eclipse occurs, outside temperatures will drop. Have portable heat sources available.

Outdoor Viewing

- If you are planning to set up a designated outdoor viewing area, consider cordoning off the space and setting up the day before. Make sure there is seating and eclipse glasses for guests.
- If your event space has automatic lights – consider setting them so that they *don't* turn on automatically when the eclipse occurs. Let the sky be as dark as possible.
- If the outdoor area is a parking lot, make sure there are appropriate barriers and signs to cordon off the space.
- Consider having staff direct foot traffic and automobile traffic.
- Have shade options such as umbrellas, or tents to protect customers from the sun or inclement weather.
- When an eclipse occurs, outside temperatures will drop. Have portable heat sources available for outside guests.

Entertainment and Engagement

- Will your event have live entertainment before during and after the eclipse, such as a live band, or musician?
- Will your event have food and beverages complimentary or for purchase?
- Promote your event on your social media channels, website, email newsletters, or local event calendars.
- Email your special eclipse event information to [VisitErie](http://VisitErie.com) so we can help you get the word out.
- If you are planning to sell merchandise, be sure to include the date and place on the items. People want to remember where they were for the eclipse. Also, consider ordering double the original amount of inventory. The majority of visitors will buy merch after the event.



208 E. Bayfront Parkway • Suite 103 • Erie, PA 16507-2405

Phone: 814.454.1000

1.800.524.3743

www.VisitErie.com

Communications

- If you are holding a special eclipse event or promotion, think about how this information will be communicated to your event attendees. Make sure this information is updated everywhere including social media platforms, website, email, and onsite signage, if applicable, at least two months prior.
- Ensure that your event information is easily accessible including contact information, event location, and directions across all platforms. Be responsive to customer inquiries and feedback.
- Does your business have a communications plan in place in the event of a crisis? Contact [VisitErie](http://VisitErie.com) if you would like to use a copy of our Crisis Communications Plan as a guide.
- Include VisitErie's official eclipse URL in any posted information; www.ErieEclipse2024.com. This website contains the latest up-to-date information about everything Erie Eclipse-related.

Post-Event Cleanup

- Allocate sufficient resources to ensure prompt cleanup after the event.
- Have a plan in place to recycle materials and properly dispose of waste. Consider multiple waste disposal stations.
- Promote responsible practices and encourage guests to respect their environment.