

Cayuga County COVID-19 Event Notification Form for County Fairs and Local Festivals
(Applicable for any publicly and/or privately-operated fair or festival held indoors or outdoors)

Please complete and submit the following for each event you are planning a minimum of 7 days before the event.

Event General Information:

Event Name: _____

Dates of Event: _____

List of Activities at the Event _____

Expected # of Attendees: _____

Expected Number of Event Staff: _____

Name of Event Organizer: _____

Phone Number of Event Organizer: _____

Event Organizer Email: _____

Space Information:

Where will the event be held: _____

Address of event: _____

Will Event be indoors or outdoors: _____

Area (square feet) available for the event: _____

Please refer to the NYS "Interim Guidance for County Fairs and Local Festivals" for a full explanation of requirements. [FairsAndFestivalsAdvisory.pdf \(ny.gov\)](#)

Please describe the measures that will be in place to meet the requirements outlined in this guidance

