

Annex

APPLICATION FORM FOR LIVE PERFORMANCE PILOT EVENTS

A. INSTRUCTIONS

An application including an event proposal must be submitted by the person (including business entities) that provides, in the course of business, the organisation of the live performance and/or the person (including business entities) that provides, in the course of business, the conduct of the live performance, to the National Arts Council (NAC) or Singapore Tourism Board (STB) for assessment.

Applicants must submit the following documents at least 1 month prior to the commencement of each event to their respective sector lead below:

Sector Lead	Organisations
NAC (NAC_Feedback@nac.gov.sg)	Arts and culture organisations with SSICs: 90001-9004, 90009, 91029, 91021, 91022, 46452, 47741, 47742.
STB (leisureevents@stb.gov.sg)	Event organisers of conventions, tradeshow, concerts and other events under the 823 SSIC category

Please note that NAC, STB and MTI may take up to 14 business days to assess each application.

1. Completed application form (Sections B – E of this form)
2. Event proposal detailing the SMMs that would be implemented for the live performance for both performers/crew and audience members. The event proposal should include key descriptors on how the desired outcomes and SMMs in Section E can be met.

B. APPLICANTS' DETAILS

1.	Registered Name of Live Performance Organiser: UEN of Live Performance Organiser:	
2.	Registered Name of Event Venue: UEN of Event Venue: Event Venue Address:	
3.	Name of Lead Officer (to be jointly appointed by event organiser and event venue):	
4.	Designation of Lead Officer:	
5.	Contact no. of Lead Officer:	
6.	Email Address of Lead Officer: (<i>application outcome will be sent to this email</i>)	
7.	Remarks, if any:	

C. EVENT DETAILS

Please provide the details of the event using the table below. All fields are mandatory.

Event Name	
Event Date	DD-MM-YYYY to DD-MM-YYYY
Event Description (to provide information where available) Nature of live performance activity (e.g. dance, theatre, chamber music etc.)	
Number of Audience Members Expected	
Will you be conducting pre-event testing (PET)?	
How many shows will involve PET?	
Number of performers/crew	
Is there live singing or playing of wind instruments during the performance?	
Is the event held in an enclosed, indoor space?	Choose an item.
If the live performance is held in an indoor space, please indicate the exact performing space in the venue and provide floorplans, layouts, seating arrangements and movement flow plans in your event proposal.	
If the live performance is held in an outdoor space, please include floorplans, layouts, seating arrangements, and movement flow plans in your event proposal.	

D. DECLARATION

I declare that I am duly authorised to make this application on behalf of the Live Performance Organiser / Event Venue.

I declare that the information as set out in this application is, to the best of my knowledge, complete and correct; and that all documents I have submitted or shall submit in support of this application are, to the best of my knowledge, complete and correct.

Live Performance Organiser	
Name: Designation: Date:	Signature:

Event Venue	
Event venue: Name: Designation: Date:	Signature:

E. CHECKLIST ON SAFE MANAGEMENT MEASURES (SMMS) FOR LIVE PERFORMANCE PILOT EVENTS

Key Outcome 1: Limit overall density and movement of audience members		
S/N	SMM	Please indicate which part of the event proposal demonstrates that the SMM is met
1.	Adopt seating arrangements to ensure at least 1m safe distance all around between groups of up to the prevailing national group size.	
2.	Audiences are to remain static and not move around the venue during the performance.	
3.	No audience participation (e.g. singing or dancing) in a live performance.	
4.	No physical interactions between audiences and performers (e.g. autograph/photograph sessions, inviting members of the audience on stage).	
5.	No intermissions and pre/post-performance receptions, in order to reduce congregations of people and audience mingling.	
6.	<p>For venues with multiple performance spaces:</p> <ul style="list-style-type: none"> ○ There must be no sharing of common facilities, including restrooms, between performers/crew and audience members. If this is not possible, the use of common facilities must be staggered. ○ Deconflict performances' start and end timings to prevent congregations at public spaces/taxi stands. If possible, have separate ingress/egress for audiences attending different performances to avoid crowding within the venue. 	
7.	Any other SMMs that applicant would like to propose	

Key Outcome 2: Limit opportunities for and number of close contacts between individuals		
S/N	SMM	Please indicate which part of the event proposal demonstrates that the SMM is met
1.	<p>A safe distance of at least 3m is to be maintained between audiences and performers at all times.</p> <ul style="list-style-type: none"> ○ Venues without a clearly defined stage area must have floor markings to mark out the 3m safe distance between performers and audience, and ensure that the safe distance is observed. ○ If the live performance is taking place on a stage which places performers at a higher vantage point, a safe distance of more than 3m is encouraged, due to the trajectory of droplet projection. 	
2.	All performers, crew and other staff must not mingle with audiences and other personnel on duty (e.g. front-of-house and box office staff, ushers, etc.). Staff who are not deployed as onstage/backstage crew must not go onto the stage/backstage area at all times.	
3.	Performers must maintain at least 1m safe distance from others, although transient contact between performers during a performance is acceptable.	
4.	<p>Before 21 June 2021, all performers and crew must remain masked.</p> <p>From 21 June 2021, all unmasked performers engaged in singing and/or the playing of wind instruments must maintain at least 2m safe distance from others.</p> <ul style="list-style-type: none"> ○ As a best practice, singers should try not to position themselves directly opposite each other and are encouraged to sing away from each other. If they cannot do so, they must maintain more than 2m distance apart from each other. ○ Individuals playing wind or brass instruments must ensure that these instruments are fully assembled, and refrain from training practices involving only parts of the instrument (e.g. mouthpiece buzzing, playing with just the lead pipe) to prevent droplet transmission. Liquids from instruments (i.e. condensation and saliva) must be collected and disposed of hygienically after the rehearsal or concert. 	
5.	Any other SMMs that applicant would like to propose	

Key Outcome 3: Ensure a safe and clean environment for employees and attendees		
S/N	SMM	Please indicate which part of the event proposal demonstrates that the SMM is met

1.	Adhere to prevailing sanitisation and hygiene measures published by NEA ¹ and SG Clean guidelines .	
2.	Adhere to prevailing workplace measures published by MOM ²	
3.	<p>Ensure the implementation of TT-only Safe Entry (please click here for the Safe Entry User Guide) to collect personal details (including identification numbers and mobile numbers) and manage the entry of all persons (including staff, visitors and patrons) into the live performance space.</p> <ul style="list-style-type: none"> • SafeEntry check-ins can only be completed by either using their TT App to scan the venue's QR code or presenting the QR codes printed on their TT tokens to be scanned by the venue (in the same way NRIC/FIN/other IDs are now scanned for entry). • Encouraged to deploy SafeEntry Gateway before 15 Jun 2021 to facilitate a more seamless check-in experience and ensure that TT tokens are functioning. (SafeEntry Gateway will be required from 15 Jun 2021.) 	
4.	Ensure queue markers with at least 1 metre spacing between individuals are implemented where queues are expected e.g. at registration counters, merchandise counters.	
5.	Venue staff to be on-site to ensure compliance to safe distancing measures and minimise/prevent congregations of audience members, including at ticket collection points, entry to the performance space, and within the performance space itself.	
6.	Sale of F&B is allowed, but consumption of F&B is prohibited in the same space as the live performance. Venues must also abide by the regulations on the sale and consumption of F&B (please click here for more information).	
7.	Visible signs/posters on safe distancing measures must be put up strategically at entrances and within building as reminders for members of public. These include wearing masks, maintaining safe distance, and to not enter the venue if unwell.	
8.	Any other SMMs that EOs would like to propose	

¹ Please refer and adhere to the latest requirements from NEA at <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

² Please refer and adhere to MOM's latest requirements for SMMs for the workplace at <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>