



SPECIAL EVENT—RISK MANAGEMENT CHECKLIST

General

Description of Event:

Date:

Time / Duration of Event:

Location of Event:

Capacity of venue / Site:

Number of Attendees:

Activities:

What activities will be available at event? Any inflatable structures, rock walls, water slides or other hazardous activities? Check with the School Guidelines for unacceptable activities. List the experience of the event owner / renter.

List Activities:

Describe what precautions will be taken for these activities:

Children:

Will children under the age of 18 be present? If yes, then are parents / guardians responsible for their own children? If NO, then what controls will be in place for minor children?

Permits and Certificates of insurance

- Food -** Valid food handler permits must be obtained.
Caterer has provided certificate of insurance
- Alcohol -** Server must provide evidence of liquor liability insurance and alcohol server training (TIPS). It is suggested that alcohol consumption be controlled by the use of tickets or similar means.
- Equipment -** Provider must provide certificate of insurance and personnel for safe set up & tear down, Tents, stages, etc may require a structure permit.
- Lighting & Power -** Determine lighting and power needs. Will temporary generator power be required? Sufficient lighting is needed for evening events. Extension cords must be secured properly to prevent trip and fall hazards.





Safety and Fire Protection

Describe first aid / medical arrangements

Do any participants have special needs?

Is a first aid kit present as well as a way to call for emergency responders if needed?

Are fire extinguishers onsite and available?

Describe how security is provided to event participants: (hired security, local law enforcement, etc)

Is additional security needed?

Volunteers

Will Volunteers be used for this event? If so, please refer to the CampusConnexions "Volunteer Risk Management" information sheet.

Notes:

