

# STUDENT EVENT RISK MANAGEMENT PRE-EVENT PLANNING CHECKLIST

This checklist is designed to assist the **Primary Event Organizer** in planning effectively for an upcoming event.

<u>Done</u>	<b>General</b>
<input type="checkbox"/>	Signing of Primary Event Organizer (PEO) contract
<input type="checkbox"/>	Ensure the PEO will be able to attend the event
<input type="checkbox"/>	Obtain 1 <sup>st</sup> Aid/ CPR training and Emergency Response training, or recruit someone with this training
<input type="checkbox"/>	Discuss with College Don / Office of Student Affairs protocol for handling emergency
<input type="checkbox"/>	Secure a well-stocked first-aid kit
<input type="checkbox"/>	Perform a site visit prior to the event.
<input type="checkbox"/>	Make note where nearest hospital to event is
<input type="checkbox"/>	Notify security of event and event details (on campus, alcohol involved, large crowds or physical activity)
<input type="checkbox"/>	Make list of other interested parties and inform them of event
<input type="checkbox"/>	Ensure you will have a cell phone for the event

<u>Done</u>	<b>Events Involving Alcohol</b>
<input type="checkbox"/>	Determine the number of volunteers required (guideline – 1 volunteer for every 25 participants)
<input type="checkbox"/>	Recruit Volunteers
<input type="checkbox"/>	Have a back-up plan for no-shows (e.g. a list of alternates and phone numbers)
<input type="checkbox"/>	Confirm bartenders or venue management staff are SmartServe trained
<input type="checkbox"/>	Confirm there are enough bartenders for size of event
<input type="checkbox"/>	Confirm venue handles security (if not hire private security)
<input type="checkbox"/>	Develop 'Information Sheet' for distribution to all attendees (at event sign-up stage) <ul style="list-style-type: none"> <li>▪ valid ID's required</li> <li>▪ waiver required (if applicable)</li> </ul>
<input type="checkbox"/>	Develop ID checking procedures
<input type="checkbox"/>	Obtain 'wrist-bands'
<input type="checkbox"/>	Set up process during ticket sales to administer, collect and store waivers

Done

### Events Involving Travel

- Consult with College Don / Office of Student Affairs (or appropriate person) regarding travel regulations
- Choose vehicle type needed and rent vehicle
- Make sure insurance is included in rental fee (minimum \$1 million insurance required)
- Plan travel arrangements (if necessary) for attendees with special needs
- Determine # of Bus Monitors required (if applicable)  
(guideline: 2 volunteers per bus)
- Recruit Bus Monitors (if applicable)
- Obtain Bus Monitor Contract & have Bus Monitors sign contract (if applicable)
- Have a back-up plan for no-shows (e.g. list of alternatives and phone numbers) (if applicable)
- Pick up a travel sign-in sheet
- Develop 'Information Sheet' for distribution to all attendees (at event sign-up stage)
  - participants driving own vehicle should carry a minimum of \$1 Million liability coverage
  - travel document requirements (e.g. drivers license; passport; medical card; visa; work permit etc.)
  - Arrival/departure times and consequences of missing bus (participants will be on their own)
  - requirement to sign waiver
- Set up process to administer and collect waivers during ticket sales process
- Develop contingency plan for persons who miss return transportation

Done

### Events Involving Physical Activity

- Determine # of supervisors/ monitors required (guideline –higher the risk, more supervision required)
- Recruit supervisors
- Have a backup plan for no-shows (e.g. list of alternates and phone numbers)
- Determine risks involved in the use of the equipment
- Ensure waivers are being created
- Set up process to administer and collect waivers during ticket sales process
- Set up procedures to check required ID's
- Review crowd control procedures and ensure supervision levels are adequate

Done

### Events Impacting on Local Community

- Determine # of monitors required
- Recruit monitors
- Have a backup plan for no-shows (e.g. list of alternates and phone numbers)
- Seek advice regarding allowable noise levels
- Send out letter of notice to neighbours and surrounding businesses
- Review crowd control procedures and ensure supervision levels are adequate
- Plan for post event clean-up

Done

### Post Event

- Submit verbal and/or written evaluation to College Don / Office of Student Affairs
- Submit completed Incident/ Accident Report form(s) if applicable
- Put all forms (waivers, sign-in sheets, accident reports, evaluation) in an envelope and submit to College Don / Office of Student Affairs within 72 hours of the completion of your event.

