

## STUDENT EVENT RISK MANAGEMENT PRE-EVENT PLANNING CHECKLIST

This checklist is designed to assist Primary Event Organizers in planning effectively for an upcoming event

DONE	GENERAL
	Signing of Primary Event Organizer (PEO) Contract
	Ensure the PEO will be able to attend the event
	Obtain First Aid/CPR Training and Emergency Response training, or recruit someone with this
	training
	Discuss with SMUSA protocol for handling emergency
	Secure a well-stocked First Aid Kit
	Perform a site visit prior to the event
	Make note where nearest hospital to event is
	Notify security of event and event details (on campus, alcohol involved, large crowds or
	physical activity
	Make list of other interested parties and inform them of event
	Ensure you will have a cell phone for the event

DONE	EVENTS INVOLVING ALCOHOL
	Determine the number of volunteers (guideline-1 volunteer for every 25 participants)
	Recruit Volunteers
	Have a back-up plan for no-shows
	Confirm bartenders or venue management staff are SmartServe Trained
	Confirm there are enough bartenders for the size of the event
	Confirm venue handles security (if not hire private security)
	Develop "Information Sheet' for distribution to all attendees (at event sigh-up stage)
	*valid ID's required
	*waiver required (if applicable)
	Develop ID checking procedures
	Ensure wrist-bands are in place for events involving wet/dry

DONE	EVENTS INVOLVING TRAVEL
	Consult with SMUSA (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/Travel Monitors (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
*arrival/departure times and consequences of missing bus (participants will be on their own)
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 back up plan for no-shows (e.g. list of alternates and phone numbers)
	Determine risks involved in the use of the equipment
	Set up procedures to check required ID's
	Review crowd control procedures and ensure supervision levels are adequate

DONE	EVENTS IMPACTING THE LOCAL COMMUNITY
	Determine # of monitors required
	Recruit monitors
	Have a back up plan for no-shows (e.g. list of alternates and phone numbers)
	Seek advice regarding allowable noise levels
	Send out letter of notice to neighbors 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 SMUSA
	Submit completed Incident/Accident Report form(s) if applicable
	Put all forms (sign-in sheets, accident reports, evaluation) in an envelope and submit to SMUSA
	within 72 hours of the completion of your event

## STUDENT EVENT RISK MANAGEMENT DAY-OF-EVENT CHECKLIST

This checklist is designed to assist the Primary Event Organizer (PEO) with planning effectively for an upcoming event.

DONE	GENERAL
	Bring well-stocked first-aid kit(s)
	Touch base with Saint Mary's University Security prior to start of the event (if required)
	Ensure you will have a cell phone for the event
	Endure you have directions to hospital with you

DONE	EVENTS INVOLVING ALCOHOL
	Confirm that enough bartenders/security staff for size of event have shown up
	Confirm adequate number of volunteers have shown up
	Call alternate volunteers if required
	Instruct both bartenders and volunteers regarding expectations
	* Monitor patrons regarding alcohol intake
	*Monitor patrons regarding underage drinking
	* Crowd Control
	Ensure set-up of staff station to check ID's and administer 'wrist-bands'

DONE	EVENTS INVOLVING TRAVEL
	Confirm adequate # of bus monitors have shown up
	Call alternates if needed
	Instruct bus monitors regarding your expectations:
	*Signing in all people going on the bus
	- Checking all required documentation (e.g. drivers license, health card)
	*Retaining all documentation and submission to PEO
	*No alcohol
	*Behavior on bus; pre and post event
	Implement ID check procedures

DONE	EVENTS INVOLVING PHYSICAL ACTIVITY
	Confirm adequate # of supervisors have shown up.
	Call alternates if required
	Instruct Activity Supervisors regarding your expectations
	*Supervision of event
	*Crowd Control
	*Reporting all accidents/incidents
	Implement ID check procedures

DONE	EVENTS IMPACTING THE LOCAL COMMUNITY	
	Confirm adequate # of monitors have shown up	
	Call alternates if needed	
	Instruct monitors regarding your expectations	
	*Monitoring the event	
	*Crowd Control	
	*Reporting accidents/incidents	
	*Post event clean-up	
	Monitor noise level	