



Saint Mary's University Students' Association

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
<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 First Aid/CPR Training and Emergency Response training, or recruit someone with this training
<input type="checkbox"/>	Discuss with SMUSA 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

DONE	EVENTS INVOLVING ALCOHOL
<input type="checkbox"/>	Determine the number of volunteers (guideline-1 volunteer for every 25 participants)
<input type="checkbox"/>	Recruit Volunteers
<input type="checkbox"/>	Have a back-up plan for no-shows
<input type="checkbox"/>	Confirm bartenders or venue management staff are SmartServe Trained
<input type="checkbox"/>	Confirm there are enough bartenders for the size of the 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) *valid ID's required *waiver required (if applicable)
<input type="checkbox"/>	Develop ID checking procedures
<input type="checkbox"/>	Ensure wrist-bands are in place for events involving wet/dry
<input type="checkbox"/>	

DONE	EVENTS INVOLVING TRAVEL
<input type="checkbox"/>	Consult with SMUSA (or appropriate person) regarding travel regulations
<input type="checkbox"/>	Choose vehicle type needed and rent vehicle
<input type="checkbox"/>	Make sure insurance is included in rental fee (minimum \$1 million insurance required)
<input type="checkbox"/>	Plan travel arrangements (if necessary) for attendees with special needs

<input type="checkbox"/>	Determine # of Bus Monitors required (if applicable) *guideline: 2 volunteers per bus
<input type="checkbox"/>	Recruit Bus/Travel Monitors (if applicable)
<input type="checkbox"/>	Have a back up plan for no-shows (e.g. list of alternatives and phone numbers) (if applicable)
<input type="checkbox"/>	Pick up a travel sign-in sheet
<input type="checkbox"/>	Develop 'Information Sheet' for distribution to all attendees (at event sign-up stage)
<input type="checkbox"/>	*participants driving own vehicle should carry a minimum of \$1 million liability coverage
<input type="checkbox"/>	*travel document requirements (e.g. drivers license; passport; medical card; visa; work permit)
<input type="checkbox"/>	*arrival/departure times and consequences of missing bus (participants will be on their own)
<input type="checkbox"/>	Set up process to administer and collect waivers during ticket sales process
<input type="checkbox"/>	Develop contingency plan for persons who miss return transportation

DONE	EVENTS INVOLVING PHYSICAL ACTIVITY
<input type="checkbox"/>	Determine # of supervisors/monitors required (guideline-higher the risk, more supervision required)
<input type="checkbox"/>	Recruit supervisors
<input type="checkbox"/>	Have a back up plan for no-shows (e.g. list of alternates and phone numbers)
<input type="checkbox"/>	Determine risks involved in the use of the equipment
<input type="checkbox"/>	Set up procedures to check required ID's
<input type="checkbox"/>	Review crowd control procedures and ensure supervision levels are adequate
<input type="checkbox"/>	
<input type="checkbox"/>	

DONE	EVENTS IMPACTING THE LOCAL COMMUNITY
<input type="checkbox"/>	Determine # of monitors required
<input type="checkbox"/>	Recruit monitors
<input type="checkbox"/>	Have a back up plan for no-shows (e.g. list of alternates and phone numbers)
<input type="checkbox"/>	Seek advice regarding allowable noise levels
<input type="checkbox"/>	Send out letter of notice to neighbors and surrounding businesses
<input type="checkbox"/>	Review crowd control procedures and ensure supervision levels are adequate
<input type="checkbox"/>	Plan for post event clean-up

DONE	POST EVENT
<input type="checkbox"/>	Submit verbal and/or written evaluation to SMUSA
<input type="checkbox"/>	Submit completed Incident/Accident Report form(s) if applicable
<input type="checkbox"/>	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
<input type="checkbox"/>	Bring well-stocked first-aid kit(s)
<input type="checkbox"/>	Touch base with Saint Mary's University Security prior to start of the event (if required)
<input type="checkbox"/>	Ensure you will have a cell phone for the event
<input type="checkbox"/>	Ensure you have directions to hospital with you

DONE	EVENTS INVOLVING ALCOHOL
<input type="checkbox"/>	Confirm that enough bartenders/security staff for size of event have shown up
<input type="checkbox"/>	Confirm adequate number of volunteers have shown up
<input type="checkbox"/>	Call alternate volunteers if required
<input type="checkbox"/>	Instruct both bartenders and volunteers regarding expectations <ul style="list-style-type: none"> * Monitor patrons regarding alcohol intake * Monitor patrons regarding underage drinking * Crowd Control
<input type="checkbox"/>	Ensure set-up of staff station to check ID's and administer 'wrist-bands'

DONE	EVENTS INVOLVING TRAVEL
<input type="checkbox"/>	Confirm adequate # of bus monitors have shown up
<input type="checkbox"/>	Call alternates if needed
<input type="checkbox"/>	Instruct bus monitors regarding your expectations:
<input type="checkbox"/>	<ul style="list-style-type: none"> * Signing in all people going on the bus <ul style="list-style-type: none"> - 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
<input type="checkbox"/>	Implement ID check procedures

DONE	EVENTS INVOLVING PHYSICAL ACTIVITY
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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