



Organization Event Risk Reduction Worksheet

Completed By: _____

Phone: _____ Email: _____

Student Organization: _____

Name of Organization Advisor: _____

Phone Number for Organization Advisor: _____

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The purpose of the following document is to help identify and plan for risks that organizations may face in order to assist leadership with planning an event. This document can be used as part of the preparation for meeting with appropriate personnel when planning an event, and identifies different aspects of event-related risk for organizations to consider throughout the process. This is not to be utilized in place of the documentation to be completed with the Office of the Dean of Students or other required consultations (UTPD, Office of International Affairs, insurance companies, national organization, etc.) or to be considered in place of an organization's Risk Management Policy.

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Event Information

Event Name: _____

Type of Event: _____

Purpose of Event: _____

Date and Time of Event: _____

Set Up Time: _____ Takedown Time: _____

Late Night or Early Morning Event? **Yes** **No**

If yes, plan for lighting and escorting needs: _____

Location Name and Address: _____

If off-campus, will you coordinate transportation? **Yes** **No**

If yes, type of transportation: _____

Driver Name: _____ Phone: _____

Back-Up Driver: _____ Phone: _____

Is driver insured? **Yes** **No**

Is back-up driver insured? **Yes** **No**

Received Copies of Insurance? **Yes** **No**

Travel Plan Attached? **Yes** **No**

Is the event outdoors, or would it be affected by inclement weather? **Yes** **No**

If yes, alternate date and/or location: _____

Does our event need to register with the Fire Marshall? Events with 50 or more in a non-public building, tents, and other locations may require this step. **Yes** **No**

Anticipated Number of Participants: _____

Guest List Attached? Best Practice is to have it prepared 48 hours in advance. **Yes** **No**

If no, explain attendance tracking: _____

Will there be alcohol at the event? **Yes** **No**

If yes, who will serve? _____

Who is responsible to ensure legal age? _____

What will identify legal age of individuals? **Hand Stamp** **Wristband** **Other:** _____

Risks and Mitigation

Events will inherently involve one or many forms of risk. You are responsible for mitigating the risks presented by your event and associated activities. Carefully consider the different kinds of risk that your event may include. This could mean physical risks to individuals, risks to the reputation of the organization or university, emotional risks for participants, financial risks associated with the event, or risks to the environment or facilities in which the event is held. Identify the various risks, and how you plan to mitigate these risks for your organization members and other attending your event.

Identify all high-level risks associated with this event.	Identify 3 ways to mitigate each identified risk.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.

If this event is high risk, provide the names and contact information of at least 2 other individuals considered responsible for this event:

1. _____
2. _____

What steps will you take in case of an emergency? _____

Safety Checklist:

- | | |
|---|--|
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Emergency Contact Information |
| <input type="checkbox"/> Safety Equipment | <input type="checkbox"/> Other: _____ |

Additional Notes for Risk: _____

Hazing is a Risk

Any time your organization brings in new members, hazing prevention should be considered. Below is the state law which is upheld as institutional policy on and off campus in regards to hazing. A best practice for your organization would be to educate your members on this law, and review event activities to ensure compliance at all times.

The law and the university define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

The state of Texas and the University of Texas has adopted anti-hazing legislation and policies. Chapter 14 of The University of Texas at Austin's Institutional Rules on Student Services and Activities and Texas Education Code, Section 37.156 and 51.936 provide further details regarding the prohibition of hazing and state law. All activities must be consistent with the university's policies as indicated in the Institutional Rules on Student Services and Activities.

You can report hazing online: utexas-advocate.symplicity.com/public_report/index.php/pid369195 or by calling at 512-471-9700 or 512-471-3065.

I understand hazing policy and have reviewed our event plan for compliance. Members of my organization understand hazing law, University policy, and know how to report. Initials: _____

Additional Event Planning Elements

As you are planning your event, it is important to notify and work with appropriate University personnel to ensure your event is within the guidelines for University of Texas policy and legal standards, and thereby reduce the risk associated with the event. The Office of the Dean of Students provides consultations to organizations, as offers an Event Planning Guide for organizations to use.

Event Planning Guide:

<http://deanofstudents.utexas.edu/sa/downloads/EventPlanningGuide2016.pdf>

Important Notes:

- If UTPD requires that security be provided, then the request must be submitted 14 days prior to the event. If a consultation is required, it must be scheduled at least 15 days prior to the event.
- If a weapons approval is required, it must be submitted at least 7 days prior to the event.
- Parking and Transportation permit requests must be submitted 14 days prior to the event.
- EHS food distribution permit requests must be submitted 7 days prior to the event.
- If a Fire Protection Services consultation is required, it must be completed at least 14 days prior to the event.
- University Communications requires that filming permission must be requested and given before any filming begins.

Event Checklist (Attached Copies of Required Documentation)

	Completed Contract	Release of Liability	Certificate of Insurance	Other Documentation
Transportation				
Food/Beverage Vendor				
Facility				
Other				

Follow Up Items

It is vital to risk management to complete all necessary steps in line with university policy prior to an event. Throughout the process of planning an event, organizations need to ensure that they meet all deadlines, maintain all necessary documentation, and prepare for the event as completely as possible. The following section will help identify the next steps in the event planning process.

Meeting with Student Activities:

The organization is required to meet with Student Activities Staff for a consultation prior to confirming event space at University of Texas at Austin. The organization leader will meet with:

_____ on _____ at _____.
Staff Name Date Time

- Have changes to the risk management plan been recommended? Yes No
- Have changes to the risk management plan been made? Yes No
- Is a follow-up consultation required? Yes No
- Is there documentation of the meeting? Yes No
- Is there documentation of any recommended/completed changes? Yes No

Potential Follow Up Actions:

- [Weapons Approval Form](#)
- [Food Permit](#)
- [Fire Prevention Service Consultation](#)
- [University Police Department Consultation](#)
- [Environmental Health and Safety Consultation](#)
- [Travel Plan and Consultation](#)
- [Emergency Action Plan](#)
- [Follow Up Consultation with Student Activities](#)
- Reservation of Back Up Space and/or Date
- Reconsider Event/Activity

Documentation to Collect:

- Roster of Member Attendance
- Roster of Non-Member Attendance
- Travel Plan
- All Consultation Forms/Materials
- Insurance Information for Organization
- Copies of all Contracts for Event
- Copies of all Release of Liability for Event
- Copies of all Insurance Certificates for Event
- Copies of all Permits for Event
- Emergency Action Plan
- Contact information for all Emergency Contacts
- Copy of Event Planning Guide