



Event:

Date:

Time:

Location:

Activity Description:	What are the potential risks?	Initial Risk Level (1-5)	What can be done to minimize the chance of these risks?	Who is responsible for minimizing these risks?	Remaining Risk Level
Prepared By:			Reviewed By:		



10 Weeks Before Event

- Contact/Schedule Activity Provider (Speaker, Performer, etc.)
- Identify Potential Stakeholders/Co-Sponsors of Event
- Develop the Budget
- Reserve Room/Space for the Event
- Make Food Arrangements
- Create Marketing Strategy
- Begin Risk Management Outline
- Other: _____

2 Weeks Before Event

- Distribute Marketing Materials
- Run through Event from Participant Perspective
- Confirm Budget
- Finalize Risk Management Event Plan
- Review and Finalize All Permits and Contracts
- Other: _____

At Event

- Have Safety Materials and Emergency Action Plan
- Adhere to Risk Management Plan
- Adhere to University Policy
- Adhere to Legal Standards
- Have fun!
- Other: _____

6 Weeks Before Event

- Confirm Activity Provider
- Contact Other Organizations for Assistance
- Finalize Budget
- Make Marketing Materials
- Create Event Agenda/Plan and Schedule Necessary Items
- Schedule Consultations for Risk Management Plan
- Apply for Permits and Create Contracts
- Other: _____

Week of Event

- Confirm all Arrangements
- Final Risk Management Meetings
- Finalize Plan/Agenda of Event
- Final Marketing Push
- Review Risk Management Plan
- Other: _____

After Event

- Send any Thank You's (cards, email, calls, etc.)
- Review Event (Strengths, Major Issues, Things to Improve)
- Finish any Bills/Accounts
- Return any Borrowed/Rented Materials
- Other: _____