## Safety Education – Potential Event Risks Worksheet

**Event:**

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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**Activity Description:**

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

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The University of Texas at Austin  
Office of the Dean of Students  
Division of Student Affairs
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: ____________________________

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: ____________________________

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: ____________________________

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

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: ____________________________