

Date: _____
(MINIMUM 2-4 weeks prior to event)

Arizona State University Student Risk Management Event Planning Guide

A KEY TO A SUCCESSFUL EVENT IS GOOD PLANNING. THIS PRE-EVENT PLANNING FORM PROVIDES YOUR ORGANIZATION WITH A SERIES OF QUESTIONS TO CONSIDER PRIOR TO ENGAGING IN AN ACTIVITY. YOUR ADVISOR SHOULD BE PART OF THE PLANNING PROCESS FOR ANY EVENT HOSTED BY YOUR ORGANIZATION.

★ INFORMATION IN THIS GUIDE IS ADAPTED FROM THE TEXAS A&M UNIVERSITY ORGANIZATION PLANNING FORM.

★ Please keep in mind that all activities must be consistent with university policies and procedures and should fit the mission/purpose of your organization. For more information, go to www.asu.edu/studentrisk

EVENT INFORMATION

Event Name _____

Name of Organization: _____

Individual(s) Responsible for Coordinating Event: _____

Phone: _____ E-Mail: _____

Advisor: _____ Phone: _____ E-Mail: _____

Date of Event: _____

(Make sure that you have consulted the university calendar www.asu.edu/calendar to determine if the date is available and is an appropriate time for hosting this type of event)

Location: _____

Backup Location: _____

Start Time: _____ End Time: _____

Type of Event:

- Concert Conference/Seminar Social Activity Speaker
 Sports/Competitions Other Explain _____

Number of People attending (estimate): _____

How does this event/activity promote the mission of the organization/department and ASU?

→ + religious holidays calendar

PRE-EVENT PLANNING

1. **Have you consulted other organizations that have held similar events?**
 - ★ Visit www.asu.edu/clubs to obtain the current list of clubs and contact information
2. **Have you secured the location for your event?** Yes No
 - ★ MU meeting rooms, Mall areas, Hayden and Student Services Lawn, and Sparky's Den – MU Event and Meetings Services (EMS): (480.965.3406)
 - ★ SRC Fields (480.965.8900)
 - ★ Palo Verde Beach, Sahuaro Lawn -- contact Residential Life: (480.965.3515)
 - ★ Academic Buildings – Classroom Support Services: (480.965.3342)
 - ★ Alpha Drive Fields –Greek Life: (480.965.5292)
3. **After securing your location, have contacted the appropriate departments to ensure the space will be ready? (i.e. parking, sprinklers turned off, trash containers, lighting, etc.)**
 - ★ MU Meeting Rooms and Equipment– Work with an Event Coordinator (480.965.3406)
 - ★ Permit for mall reservations (480.965.3406)
 - ★ Parking Options (480.965.6029)
 - ★ Irrigation, Trash Container, Lighting, Tables, Chairs, Generators – Facilities Management: visit <http://www.asu.edu/fm/genserv.htm> or email facman@asu.edu **minimum 48 hours in advance**
 - ★ Restrooms – outside vendors must be booked to provide this service
 - ★ Extension Cords (should bring own)
4. **Does your event require a stage or sound system?** Yes No
 - ★ Request use of the SORC stage and sound system visit MU Event & Meeting Services, 1st floor of the MU. There may be a deposit required and limits on location. (480.965.3406)
 - ★ Tri-Rentals (602.232.9900) www.trirentals.com
 - ★ Modern Exposition Services (602.254.8737) www.modernexpo.com
5. **Does your event involve any type of physical activity?** Yes No
 - ★ Make sure that individuals hosting the event are trained to facilitate the activities
 - ★ Use a waiver form: <http://www.asu.edu/studentaffairs/mu/clubs/docs/liable.doc>
6. **Have you received appropriate insurance verification for all 3rd parties/organizations involved in the event?** Yes No
 - ★ Insurance Services (480.965.1823) for guidance: <http://www.asu.edu/purchasing/insurance/>
7. **Are you serving food?** Yes No
 - ★ **Homemade products are prohibited**
 - ★ Food must be prepared in a licensed commercial kitchen
 - ★ Secure approvals through Event and Meeting Services
<http://www.asu.edu/studentaffairs/mu/docs/FoodWaiverReq.pdf>
 - ★ For tips on planning an event with food: <http://www.asu.edu/studentaffairs/mu/catering.htm>
8. **Are you traveling?** Yes No
 - If you are traveling, what type of transportation are you using?**
 - Personal Vehicle University Vehicle Commercial Plane
 - Rental Car University/Chartered Bus Other _____
 - NOTE: 12 and 15 passenger vans are prohibited at Arizona State University. Student Organizations and Student Groups are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans. For additional travel guidelines: <http://www.asu.edu/studentaffairs/mu/clubs/policies.htm>

(Continued from the previous page)

9. Is your event outdoors, or can your event be affected by inclement weather? Yes No
 Check ahead for weather conditions at <http://www.weather.com>
 Check location ahead of time for shelter
 Plan for alternative rain location

10. Is your activity an open event? (Open to the campus, public, students at other colleges or universities) Yes No
★ Plan for crowd control/security - Contact DPS (480.965.3456)
★ If yes, please arrange a meeting with a SORC staff member
★ Large events open to the public may require ASU Public Events to assist in the planning

11. If you answered yes to the previous question (Question 10), have you contacted Environmental Health and Safety? Yes No
★ Fire Marshal, ASU Environmental Health & Safety (Jim Gibbs, 480.965.1823)
★ Occupational Safety, ASU Environmental Health & Safety (Robert Ott, 480.965.6219)
★ EH&S may require permits based upon your type of event. Please work with EH&S and EMS to secure these permits.

12. Will alcohol be served at your activity? Yes No
★ If yes, contact the SORC for further information.

13. Are you contracting a service from a non-university entity? Yes No
★ Consult the Contract information at <http://www.asu.edu/studentrisk>

14. Are you using a university logo or trademark in association with your activity? (i.e. t-shirts)
★ Consult the Graphic Standards Manual. <http://www.asu.edu/gsm> and for University policies governing use of trademarks <http://www.asu.edu/aad/manuals/pur/pur701.html>

15. Have you reviewed your budget and purchasing guidelines as it relates to this event/activity? Yes No
★ Recommended Fiscal Procedures can be found at:
http://www.asu.edu/studentaffairs/mu/clubs/docs/Fiscal_Procedures.pdf
★ Additional Funding options: <http://www.asu.edu/studentaffairs/mu/clubs/funding.htm> and
<http://www.asu.edu/studentaffairs/mu/bestpractices/money.htm>

16. How do you plan to market your event?
★ ASU Student Media (480.965.7572)
★ Programming and Activities Board (pab@asu.edu)
★ ASU Student Events and Activities Calendar
(http://www.asu.edu/feature/submission_guide/submitfeature.html)

Advisor Review:

Advisor Name _____ Signature _____ Date _____

Please proceed to the next page. It will help identify risks involved with your event. This is critical to the success of you event. Please consult your Advisor or the SORC Staff for assistance in identifying risk. Also, review the SORC Handbook for the most current policies. <http://www.asu.edu/studentaffairs/mu/clubs/policies.htm>

RISK MANAGEMENT

PREFF Worksheet

List potential risks/problem areas associated with each component of your activity and the action steps your organization will take to mitigate them. Answer the following questions for *each identified risk* to help in determining how mitigation is possible.

- ⇒ **What can you do to mitigate this possible risk?**
- ⇒ **How does this actually mitigate the risk?**
- ⇒ **How can you put this strategy in place?**
- ⇒ **What resources will you need to make this happen?**
- ⇒ **Who will be responsible for making sure this is done?**

<p>Physical Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents</p>	
<p>Reputation Reputational risks are those things that may result in negative publicity for your organization, ASU, your advisor and/or the venue where you are hosting the event.</p>	
<p>Emotional Emotional risks are those things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of the ASU community</p> <p><i>Environmental</i></p>	
<p>Financial Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event</p>	
<p>Facilities Facility risks are those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event)</p>	

This form was adopted with permission from Student Activities Risk Management at Texas A&M University

The examples of risks given on this form are not intended to be all-inclusive; rather they are intended to act as a guide for students using the form when assessing risks associated with their activities.

Student Risk Management Overview

Tuesday, January 30, 2007

MU 341

The purpose of Student Risk Management is to assist student organization leaders, members, and advisors in learning to identify the potential and perceived risks involved in their activities. Resources are provided to encourage the development of prudent judgment skills used to reduce risk and increase success, and help student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

I. Introductions and YOUR needs

II. SRM Overview of Resources

- A. Event Planning Guide (EPG)
- B. the MATRIX!
- C. Travel Guidelines
- D. Hosting Events with Alcohol
- E. Fiscal Responsibility
- F. Officer Transition
- G. Web
- H. And More!

III. Marketing Strategies: How can MUPA help?

IV. Time to Play...the Matrix Game!

Probability Something Will Go Wrong

		Probability			
Severity	Seriousness	A	B	C	D
	I	5	5	4	3
	II	5	4	3	2
	III	4	3	2	
	IV	3	2		

Be Safe. Be Successful.



Risk Assessment Matrix

- 1 List all aspects of your event activities on back page.
- 2 Identify risk associated with each activity. Be sure to think broadly about potential risk.
- 3 Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
- 4 Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
- 5 Use the matrix to re-assess the activities, now that you have applied risk management strategies.
- 6 Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization.

		PROBABILITY THAT SOMETHING WILL GO WRONG				
		Frequent Likely to occur immediately or in a short period of time; expected to occur frequently	Likely Quite Likely to Occur in Time	Occasional May Occur in Time	Seldom Not Likely to Occur but Possible	Unlikely Unlikely to Occur
SEVERITY OF RISK	CATASTROPHIC May Result in Death	E	E	H	H	M
	CRITICAL May Cause Severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution	E	H	H	M	L
	MARGINAL May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the organization and/or the institution	H	M	M	L	L
	NEGLIGIBLE Hazard presents a minimal threat to safety, health and well-being of participants; trivial	M	L	L	L	L

10/07/05

This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of this form does not imply approval or authorization of your event by The University of Texas at Austin. For more information on risk management and event planning, please contact Student Activities and Leadership Development at (512) 471-3065.

RISK DEFINITIONS

Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies you can reduce the risk to an acceptable level.

E	Extremely High Risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an "E" rating after applying all reasonable risk management strategies.
H	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

MANAGING RISK WORKSHEET

Be sure to list all aspects of your event both risky and less risky ones.

Some examples include: driving, sports/recreation, collecting money, large events, outdoor events, meetings on campus, concert, etc.

Think through all the things that could go wrong; including worst-case scenarios.

Consider what your organization could do to manage the risk & bring it to a reasonable level.

