



## Checklist

# Risk Management for Campus Student Events

Poorly planned student events can result in injuries and lawsuits for those who organize and attend them. Consider the following situation:

*A college student group organizes a concert featuring local musicians. The event attracts more people than the group expects and the venue is overcrowded. A fight breaks out, and because of the crowd's size, there are not enough security personnel to contain it. Several people injured in the brawl sue the college as well as the student organizers alleging that negligent planning caused their injuries.*

College administrators can work with student organizers to reduce the likelihood of problems with student-planned events by encouraging their use of this checklist. For each area of risk, student planners should consult “Consultation with Campus Resources” on [page 6](#) for campus departments with expertise to help them manage the risk.



## Event Basics

Name of Event: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Date and Time: \_\_\_\_\_

## Events Checklist

■ Have you reviewed your institution's process for planning student events?  Yes  No

### A. Event Activity

■ Does the event involve:

▫ Physical activity by its participants  Yes  No

▫ The use of fire, explosives, or combustibles  Yes  No

▫ Animals  Yes  No

▫ Potentially questionable or controversial content  Yes  No

▫ Activity that will attract an unruly crowd  Yes  No

### B. Alcohol and Food Service

■ Will alcohol be served? (If you answered "no," skip the next question)  Yes  No

■ If so, have you:

▫ Followed the institution's alcohol or food service policy  Yes  No

▫ Developed a plan for managing alcohol and food service risks  Yes  No

### C. Attendance

■ How many attendees are expected for the event?  
\_\_\_\_\_

■ As you consider the purpose of the event and the people it's likely to attract—invited guests and others—are any of them:

▫ Minors (less than 18 years old)  Yes  No

▫ Seniors (greater than 60 years old)  Yes  No

▫ Disabled or those with special needs  Yes  No

## Actions Needed

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▫ VIPs or campus administrators  Yes  No

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▫ Protestors or uninvited persons attempting to crash the event  Yes  No

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■ Is the event open to the public?  Yes  No

## D. Location

■ To select an appropriate location for the event, have you considered:

▫ Attendance

• The venue can accommodate the number of anticipated attendees.  Yes  No

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• There is enough room for seating.  Yes  No

.....  
▫ Access

• The location is accessible for all attendees including those with special needs, such as the elderly, disabled, or minors.  Yes  No

.....  
• The location is accessible by emergency personnel such as police and firefighters.  Yes  No

.....  
• There are no simultaneously occurring campus events, classes, or holidays that will impede access.  Yes  No

.....  
▫ Weather and temperature

• The selected location is appropriate for the predicted weather (check a reliable source for the weather, such as noaa.gov or weather.com).  Yes  No

.....  
• You can control the location's temperature, if necessary.  Yes  No

.....  
▫ Activity

• The location is suitable for the event's activities.  Yes  No

.....  
▫ Venue-specific rules

• The event will not violate any of the venue's rules, such as those related to alcohol service or occupancy limits  Yes  No

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■ Have you inspected the venue and consulted with individuals knowledgeable about the location to identify potential hazards?  Yes  No

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■ Have all hazards identified during the inspection been corrected?  Yes  No

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■ Have you assigned someone to:

▫ Regularly inspect the venue for hazards while the event is occurring  Yes  No

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▫ Promptly correct any hazards identified  Yes  No

## Actions Needed

## E. Event Access

### ■ Have you:

- Considered how participants will travel to and from your event  Yes  No

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- Walked the route of your participants, from their arrival on campus to all locations they will visit, making sure there are:
  - Clear signs directing participants to the event, exits, and bathrooms  Yes  No

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  - No tripping hazards  Yes  No

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  - Accessible walkways for those with special needs, such as the elderly or disabled  Yes  No

- If a significant number of participants will drive to the event, have you consulted with campus representatives responsible for parking and traffic to identify parking arrangements and develop a traffic management plan?  Yes  No

## F. Security and Emergency Planning

### ■ To ensure there are enough security and emergency responders present to manage the event, have you informed safety and security personnel of the event's:

- Time, duration, and location  Yes  No

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- Anticipated number and type of attendees  Yes  No

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- Activity  Yes  No

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- Alcohol service (if relevant)  Yes  No

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- Point of contact from the student organization planning the event  Yes  No

- Have you determined the number of staff the event will need by consulting with the venue manager or someone from student activities or conference services?  Yes  No

- Have you retained the staff needed for the event?  Yes  No

### ■ To prepare for an emergency, have you:

- Reviewed the venue's emergency procedures  Yes  No

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- Consulted with campus resources, such as the risk manager, venue manager, or security, to develop an action plan for potential emergencies  Yes  No

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- Created an evacuation plan  Yes  No

## Actions Needed

## Actions Needed

- Drafted announcements for potential emergency situations, such as an evacuation  Yes  No
- Selected a back-up venue  Yes  No
- Reviewed the institution's process for reporting accidents, such as an incident in which an attendee is injured  Yes  No
- Secured a first aid kit  Yes  No
- Identified your venue's entrances and exits, fire extinguishers, phones, and external automatic defibrillators (AEDs)  Yes  No
- Ensured the presence of someone certified in CPR  Yes  No
- Made a contact sheet with the phone numbers of all persons to be notified in case of an emergency  Yes  No

### G. Outside Providers

- Will you use an outside party to provide a service or equipment for the event, such as any type of entertainment, rental, food, audio equipment, or security? If you answered "no" skip to the next section.  Yes  No

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- Did you use one or more of the following methods to select an outside provider:
  - Chosen someone from a list pre-approved by the institution  Yes  No
  - Consulted prior customers, such as other student groups, about their experience with the provider  Yes  No
  - Consulted knowledgeable persons on campus, such as conference services, for a recommendation  Yes  No
  - Observed the provider at a prior event  Yes  No

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- Is there a written contract between the provider and the institution? If you answered "no," please skip the next question.  Yes  No

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- If so, did:
  - You follow your institution's contract review process  Yes  No
  - Someone with proper authority sign the contract on behalf of the institution  Yes  No

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- Has the outside provider met your institution's insurance requirements? If you are not familiar with the institution's insurance requirements, contact your campus risk manager to learn more about them.  Yes  No

## H. Permits and Approval

■ Prior to the event, have you obtained all necessary permits and approval for:

- Location  Yes  No
- .....
- Security  Yes  No
- .....
- Alcohol and food  Yes  No
- .....
- Contracts with outside providers  Yes  No
- .....
- Advertising  Yes  No
- .....
- Sound  Yes  No

■ Prior to the event, have you obtained all necessary permits and approval for:

- Sanitation  Yes  No
- .....
- Sales or fund-raising  Yes  No
- .....
- Parking  Yes  No
- .....
- Outdoor space  Yes  No
- .....
- Other \_\_\_\_\_  Yes  No

## I. Consultation with Campus Resources

- To identify and reduce the risks associated with a student event, have you talked to other student or campus groups with experience organizing events similar to yours?  Yes  No
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■ Have you contacted representatives from one or more of the following departments that are likely to have expertise in the areas listed:

- **Student Activities:** Event venues, staffing, planning, risk management, and alcohol and food service  Yes  No
- .....
- **Security:** Crowd management, emergency response, parking and traffic issues, and working with city police  Yes  No
- .....
- **Fire Safety:** Fire prevention strategies and fire-related codes relevant to a college campus  Yes  No
- .....
- **Risk Management:** Liability issues, the institution's contract review process, and insurance coverage requirements for outside service providers  Yes  No

## Actions Needed

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▫ **Event planning or Conference Services:** Event staffing and promotion, vetting service providers, obtaining permits, and selecting and inspecting event locations  Yes  No

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▫ **Facilities:** Maintenance, scheduling, hazards, and emergency plans of campus facilities  Yes  No

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▫ **Communications or Public Affairs:** Marketing and handling the media  Yes  No

## J. Post-Event Evaluation

### ■ After the event, will you:

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▫ Meet with those involved in its planning to identify areas for improvement  Yes  No

.....  
▫ Save all documents used in planning the event, including any post-event recommendations for improvement, to help plan future events  Yes  No

## Actions Needed



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