



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

.....
 VIPs or campus administrators Yes No

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

.....
 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

.....
• 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

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

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

.....
.....
■ Have you assigned someone to:

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

.....
▫ 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

- 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

 - No tripping hazards Yes No

 - 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

- Anticipated number and type of attendees Yes No

- Activity Yes No

- Alcohol service (if relevant) Yes No

- 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

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

- 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

- 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

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

- 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

- 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

■ 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

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

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

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

J. Post-Event Evaluation

■ After the event, will you:

▫ 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



EduRisk™ provides education-specific risk management resources to colleges and schools and is a benefit of membership with United Educators (UE). As a member-owned company, UE is committed to helping educational institutions by offering stable pricing, targeted insurance coverage, extensive risk management resources, and exceptional claims handling.

To learn more, please visit www.UE.org.

The material appearing in this publication is presented for informational purposes and should not be considered legal advice or used as such.

Copyright © 2010, 2015 by United Educators Insurance, a Reciprocal Risk Retention Group. All rights reserved. Permission to post this document electronically or to reprint must be obtained from United Educators. UE-113208 01/15