

Event Safety Planning

Special events may require additional review and approval. Event organizers should first confirm with their department head or dean that the proposed event is supported.

Review the UO events calendar.

Confirm your event will not impact or conflict with other university events such as, orientation, graduation, or sporting events.



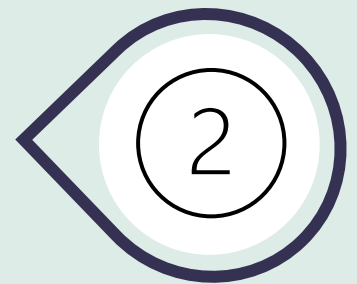
Review the UO construction map.

Confirm your location and event date do not conflict with active construction in the area.

START

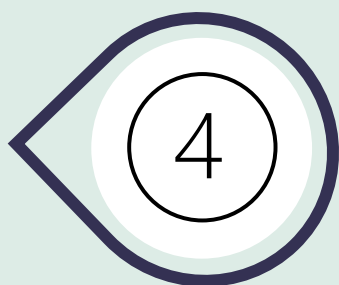
Select and reserve a space.

Select and reserve space appropriate for your event, and well in advance.



Determine location safety and liability considerations.

Confirm requirements related to associated activities during your event. Example, animals, alcohol, does the activity impact facility services?



Complete the risk mitigation check list.

Complete the "Event Checklist - Managing Risk"



Contact department representatives.

Contact department representatives to review your plan. Make recommended changes as needed.



FINISH



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