

# EVENT CHECKLIST – Managing Risk

**Insurance:** All events on campus are required to have insurance coverage. Non-UO groups and Non-ASUO recognize student groups may obtain coverage through TULIP <https://safety.uoregon.edu/event-insurance-tenants-and-facility-users>.

**Contracts:** Unless you have Delegated Contracting Authority – (Authority to enter into legal instruments on behalf of the University of Oregon) you may not legally sign any contract on behalf of the University. All UO contracts should be processed through the Purchasing and Contract Services Department. <https://pcs.uoregon.edu/content/delegated-contracting-authority>

**Event Information:**

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

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

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

Location: \_\_\_\_\_

Organizer’s Name: \_\_\_\_\_ Org. Contact Number: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Dept. Contact Number: \_\_\_\_\_

Event Checklist:	Yes	No	Further Steps/Comments
Have you contacted EMU Scheduling or the building coordinator for where your event will take place?			
Event Activities: Does the event involve any of the following:	Yes	No	Further Steps/Comments
• Physical activity by its participants			
• The use of fire, explosives or combustibles			
• Animals			
• Potentially questionable or controversial content			
• Involves a large amount of people			
• Minors			
• Bringing a politician, famous speaker, or other VIP			
• Activity that will attract an unruly crowd			
Alcohol and Food Service:	Yes	No	Further Steps/Comments
• Will alcohol be served? If yes, will UO catering serve?			
• Non-UO Catering Service: Complete UO Catering Waiver and if serving alcohol complete the Permission to Serve Alcohol Form			
Location Safety and Liability Considerations:	Yes	No	Further Steps/Comments
• Have you created maps of the area with safety and accessibility in mind? Is the location accessible by emergency personnel?			
• Are there other occurring campus events or holidays that may impede access?			
• If physical activity included or your event is large, have you made arrangements for a First Aid station?			
• Waiver of Liability Forms? <a href="http://safety.uoregon.edu/waivers-liability">http://safety.uoregon.edu/waivers-liability</a>			
• Have you considered having security personnel on site?			
• Have you developed a clean-up plan? If using hazardous waste, have you determined the appropriate disposal method?			
• Will the event use Volunteers? <a href="http://safety.uoregon.edu/volunteers">http://safety.uoregon.edu/volunteers</a>			

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Planning a successful event requires the collaboration of a number of departments instrumental to the process and final outcome. The following departments play a vital role in the success of events from small to large.

Have you contacted representatives from one or more of the following departments?	Yes	No	Further Steps/Comments
<ul style="list-style-type: none"> <li>• <b>EMU Scheduling:</b> Room scheduling <a href="http://scheduling.uoregon.edu/">http://scheduling.uoregon.edu/</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Security/UOPD:</b> Crowd management, emergency response, traffic <a href="http://police.uoregon.edu/content/contact-us">http://police.uoregon.edu/content/contact-us</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Fire/Life Safety:</b> Fire prevention strategies, campus fire-regulations <a href="https://safety.uoregon.edu/university-fire-marshal-group">https://safety.uoregon.edu/university-fire-marshal-group</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Risk Management:</b> Liability issues, insurance, permission to serve alcohol request (non-UO catering), drones <a href="http://safety.uoregon.edu/risk-management">http://safety.uoregon.edu/risk-management</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>UO Catering:</b> Service of food and alcohol <a href="http://catering.uoregon.edu/">http://catering.uoregon.edu/</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Purchasing and Contracting:</b> Facility use agreements, contracts, vendors <a href="https://pcs.uoregon.edu/">https://pcs.uoregon.edu/</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Parking and Transportation:</b> Scheduling, traffic considerations <a href="https://parking.uoregon.edu/">https://parking.uoregon.edu/</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>City of Eugene:</b> Is a city permit required? <a href="https://www.eugene-or.gov/279/For-Event-Organizers">https://www.eugene-or.gov/279/For-Event-Organizers</a></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>EHS Hazardous Waste:</b> Are you using paint cans, batteries, gasoline, etc.? <a href="https://safety.uoregon.edu/hazardous-materials-group">https://safety.uoregon.edu/hazardous-materials-group</a></li> </ul>			

Additional Planning Notes and Action Items: