

Reason & Risk *EXTRA*

Event Planning Checklist



Campus events are risky, whether guests number nine or 90,000. You need to look at each event with fresh eyes to discover problems that could result in stumbling blocks or liability. This checklist can help. Use it as a guide to assessing risks on your campus. Alter it as needed to fit your campus's unique needs.

For more information, see "A Fresh Look at Special Events," *Reason & Risk*, spring 2010.

A. For repeat events	Yes	No	Further Steps
1. Review past years' accident and injury reports.			
Can you make changes to mitigate the chance of a similar occurrence?			
If not, are you prepared to handle a similar event?			
2. Check for changes from the past year's schedule and format.			
Is ample transportation available to get people where they need to be?			
Are signs in place?			
Are water stations set up?			

B. For repeat and new events	Yes	No	Further Steps
1. Check signs to the venue on roadways and pedestrian pathways for visibility and clarity.			
Are there enough signs to get people to the events?			
Are there enough signs for the return trip?			
2. Check for tripping hazards.			
Have walking surfaces been checked for impediments?			
Have cords and other hazards been clearly marked or cordoned off?			
Are variations in height spotlighted with reflective tape or bright paint?			
Will staff check the surfaces throughout the day to ensure they remain safe?			

B. For repeat and new events	Yes	No	Further Steps
Are handrails secure?			
Are lights working—indoors and outdoors?			
3. Design maps specific to the event.			
Are they large and clear?			
Do they direct people along preferred routes?			
Are restrooms and lounges clearly marked?			
4. Provide information before the event.			
Have you sent a welcome email with tips for guests?			
Have you posted information online?			
If there will be a lot of walking, have you told guests to wear comfortable shoes?			
Have you prepared guests for the likely weather?			
Do guests know whom to call if they have a request, such as a need for special accommodations or child-care services?			
Do guests know how to get shuttle service?			
5. Review contracts to ensure they favor the institution.			
Has an authorized party at the institution reviewed contracts with vendors or suppliers?			
Have certificates of insurance been received from all outside vendors or suppliers?			
Has your institution been named as an additional insured on the general liability policy of the vendor or supplier?			
6. Train ushers to spot people in trouble and obtain help for them.			
Are they alert to people with special needs so that they walk slowly and talk loudly?			
Do they know what to do during crises?			
7. Arrange for responding to medical emergencies.			
Will an ambulance be on-site?			
Do you have other medical personnel available?			
Do ushers and other staff members know how to summon help in an emergency?			
8. Schedule a lessons learned session after the event.			

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