

A photograph of several blue plastic chairs arranged in rows, likely at an outdoor event. The chairs are in the foreground, and the background is slightly blurred.

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” for campus departments with expertise to help them manage the risk.

Event Basics

Actions Needed

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

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
-

Alcohol and Food Service

Will alcohol be served? Yes No
If you answered “no,” skip the next question.

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
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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)?	<input type="radio"/> Yes <input type="radio"/> No
• Disabled or those with special needs?	<input type="radio"/> Yes <input type="radio"/> No
• VIPs or campus administrators?	<input type="radio"/> Yes <input type="radio"/> No
• Protestors or uninvited people attempting to crash the event?	<input type="radio"/> Yes <input type="radio"/> No
Is the event open to the public?	<input type="radio"/> Yes <input type="radio"/> No

Location

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

• Attendance	
• Whether the venue can accommodate the number of anticipated attendees?	<input type="radio"/> Yes <input type="radio"/> No
• Whether there is enough room for seating?	<input type="radio"/> Yes <input type="radio"/> No
• Access	
• Whether the location is accessible for all attendees including those with special needs, such as the elderly, disabled, or minors?	<input type="radio"/> Yes <input type="radio"/> No
• Whether the location is accessible by emergency personnel such as police and firefighters?	<input type="radio"/> Yes <input type="radio"/> No
• Whether there are no simultaneously occurring campus events, classes, or holidays that will impede access?	<input type="radio"/> Yes <input type="radio"/> No
• Weather and temperature	
• Whether the selected location is appropriate for the predicted weather (check a reliable source for the weather, such as noaa.gov or weather.com)?	<input type="radio"/> Yes <input type="radio"/> No
• Whether you can control the location's temperature, if necessary?	<input type="radio"/> Yes <input type="radio"/> No
• Activity	
• Whether the location is suitable for the event's activities?	<input type="radio"/> Yes <input type="radio"/> No
• Venue-specific rules	
• Whether the event will not violate any of the venue's rules, such as those related to alcohol service or occupancy limits?	<input type="radio"/> Yes <input type="radio"/> No
Have you inspected the venue and consulted with individuals knowledgeable about the location to identify potential hazards?	<input type="radio"/> Yes <input type="radio"/> No
Have all hazards identified during the inspection been corrected?	<input type="radio"/> Yes <input type="radio"/> 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

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

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

- 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 people to be notified in case of an emergency? Yes
 No

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 people 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? Yes
 No
If you answered “no,” please skip the next question.

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

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 fundraising? Yes
 No
- Parking? Yes
 No
- Outdoor space? Yes
 No
- Other Yes
 No

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

Actions Needed

- Risk Management: Liability issues, the institution's contract review process, and insurance coverage requirements for outside service providers? Yes No
- 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

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



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