

General Guidelines for Event Planning and Risk Management

- **Determine the goals and outcomes for your event.** What are you hoping to accomplish with this event and for whom? While your goals may change slightly as you start planning your event, if you determine them at the beginning of the planning process you will be able to plan a more comprehensive event that aligns with both your group's purpose and values as well as Brescia's.
- **Perform a site visit:** You should be aware of risks inherent with the area/facility where you would like to hold your event (i.e., uneven ground, adequate lighting, easy access to washrooms, etc.).
- **First Aid/CPR:** Who at the event is trained to assist in the case of a medical emergency? Get to know those people in your college/residence who are trained and ensure that several of them are present at your event at all times.
- **Alcohol:** If you are serving alcohol at your event, you are assuming a much greater risk than if the event was dry. If you decide that alcohol will be part of your event, consider the following:

Alcohol Permit: There are no licensed premises at Brescia and as a result all alcohol served at Brescia requires a special occasion permit under the Liquor License Act of Ontario or any similar legislation. Ensure that you apply for your special occasion permit through Lynn Page in the Business Office at least 4 weeks prior to your event.

Hiring a professional server. There are professional servers on campus (i.e., College pubs and designated (Smart Serve) Brescia employees with Brescia Food Services) that are trained and licensed to serve liquor. Consider having the event at the pub or hiring the pub staff to run this portion of your event. Always have food readily available where alcohol is being served. Remember, it is a criminal offence to serve alcohol in an unlicensed area and to minors.

Participants who are or appear to be intoxicated should, under no circumstances, be permitted to drive a vehicle. Those who serve alcohol are legally responsible for the condition of those who drink. Should any person(s) be involved in an accident resulting from the negligence of the event organizers, the event organizers and/or Brescia would most likely be named in any resultant lawsuit. Please read the alcohol policy very carefully.

Event Security: If you are hosting an event with alcohol, you will need to hire Security Personnel (e.g. ISM, London Ontario). Speak with Security in advance of the event to determine a process for asking intoxicated participants to leave the event (i.e. a process that ensures the participant has a safe ride/way home)

- **Event Monitors:** Arrange for designated event monitors to assist with the event supervision. It is good practice to have these monitors agree to refrain from participating in the event (i.e., remain sober if you are hosting an event with alcohol). Have this agreement in writing.
- **Renting equipment and Signing Event Contracts** (i.e., sound equipment, chairs, tables, etc.): Be sure you read the agreement/contract before you sign. Most times the fine print contains clauses where you or your organizing committee will be personally and financially responsible for any lost, stolen or damaged equipment or property. The University is not responsible for any damages to or loss of rental equipment. Set up a meeting with Pam Core (BUCSC Advisor) in Student Services to get assistance reviewing your contract prior to signing.

- **Certificates of Insurance:** Any events where you are paying for a service (e.g., renting space/vehicles), ask for a **Certificate of Insurance** from the service provider. This certificate provides proof of valid insurance.

Request proof of Commercial General Liability insurance (and Automobile Liability Insurance, if renting buses)

- **Transportation:** Hire buses and drivers. Avoid having participants drive their own cars to the location. In the event of an accident, it will be his or her own insurance that will respond, not Brescia's.
- **Health and Safety:** If you are hosting an event where food is being served, be aware of participant's potential food allergies. If you are planning a trip off campus, know who is going on the trip. Put together a binder with the names/contact information of the participants. This should include the participant's health information (i.e., food allergies, medical conditions, etc.).
- **Finances:** If you are selling tickets for an event or raising money for a charitable cause, ensure that your financial projections are complete and indicate that the event is viable. Ensure that a member of the organizing committee has been designated as a responsible person for finance
- **Accessibility and special accommodations:** Ensure that your event is accessible and inclusive for individuals who are participating (e.g. wheelchair accessible)
- **Reputational Risk:** Consider how your event impacts your organization and Brescia. Does it maintain/enhance Brescia's strong role in the community or might it detract from Brescia's reputation.
- **Emergency Communication:** If you're off-campus, make sure someone can contact the group if necessary. Determine a pre-arranged emergency response plan and who you will need to get in touch with if there is an emergency.

This list is for assistance only and is in no way a completely comprehensive outline

Event Planning Form

Event Information:

Name of Organization: _____

Individual(s) Responsible For Coordinating Event: _____

Title of Event/ Activity: _____

Type of Event:

Conference/ Seminar

Fundraiser

Program

Retreat

Social Activity

Other (describe) _____

Date of Event: _____

Location: _____

Backup Location In Case of Bad Weather: _____

Start Time: _____ End Time: _____

Other Departments/ Organizations Involved: _____

Estimate the Number of People Attending: _____

How does this event promote the mission and purpose of your organization?

Event Planning Form Continued...

Risk Management:

Introduction:

The key to a successful event is good pre-planning. This resource provides you with a series of questions to consider prior to engaging in an activity. This is a great tool for students and advisors. We recommend that all the leaders of your organization participate in the planning process. That way, your entire group is on board and understands your direction. Please be advised that all activities must be consistent with university rules, policies and procedures, as well as your organization's mission/purpose.

1. Provide a brief description of the event/ activity that you are planning.

2. Does your event involve using green space or other outdoor areas on campus or unique high risk level activities?

Yes No

3. Are you travelling?

Yes No

4. If you are travelling, what type of transportation are you using?

- Personal Vehicle
- Commercial Plane
- Chartered Bus
- University Vehicle
- Rental Car
- Other _____

5. Is there alcohol involved with your event?

- Yes
- No

6. Does your event involve the sale/distribution of items on campus?

- Yes
- No

7. Are you using a Brescia University logo or trademark in association with your activity? (i.e. t-shirts)

- Yes
- No

Event Planning Form Continued...

8. Use the matrix to assess the level of risk associated with your event/activity.

Consequences					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M	H	H	E	E
Likely	M	H	H	H	E
Moderate	L	M	M	H	H
Unlikely	L	M	M	M	H

Rare	L	L	L	M	M
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Definitions:

Consequence: The outcome of an event or situation, expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Likelihood: A qualitative description of probability or frequency.

Risk: The chance that an event will occur that will impact negatively upon the College’s objectives. It is measured in terms of consequence and likelihood.

Risk assessment: The process used to identify, analyze, treat or avoid, monitor and review risks and to determine risk management priorities. The creation of a Risk Register is one means of performing this task.

Risk management: The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the College environment.

Legend:

E = Extreme risk: must be managed by senior management with a detailed plan

H = High risk: senior management attention is required and management responsibility specified

M = Moderate risk: manage by specific monitoring or response procedures

L = Low risk: manage by routine procedure

9. Have you considered purchasing liability insurance?

- Yes No

Brescia University College

Event Approval Form: Event with Alcohol Service

This form must be completed for any event to be held at Brescia University College at which alcohol will be served, and for any event to be held off campus with sponsorship of a Brescia organization at which alcohol will be served. Prior approval must be obtained from the Principal's Office. Potential organizers of an event at which alcohol is to be served must be fully aware of the provisions of the College's Alcohol Policy which can be consulted on the Brescia web site.

The completed form must be submitted to the Principal's Office at least 30 days or four weeks prior to the event. The event organizer can expect a response within 1 week. If the event is approved, an Application for a Special Occasion Permit must be made to the Business Office at least 21 days prior to the event.

SECTION 1 – EVENT DETAILS

Event Name: _____

Event Type: _____

Begin Date:

Begin Time:

End Date:

End Time:

Expected Attendance:

In addition, all events at which Alcohol is present must have 1 Designated Driver for every 75 people expected to attend. DD's can also be Sober Monitors. Please provide the required information based on the expected attendance at your event:

DESIGNATED DRIVER	STUDENT NUMBER	PHONE NUMBER

SECTION 5 – SECURITY

On average, the University requires 2 security staff members for the first 100 event participants and 1 security staff member for every 100 event participants after that. The University reserves the right to increase or decrease this percentage wherever it deems appropriate to do so.

SECTION 6 – FOOD DETAILS

Will food be provided?

If Yes:

Please choose one: Light Snack or Meal

Will food be sold?

How will food be served (briefly describe)?:

Will the event involve commercial catering?

Is there a contract with the Caterer?

Catering Information

Company:

Contact Name: E-Mail:

Address:

City: Province:

Phone:

Website:

SECTION 7 – TRANSPORTATION DETAILS

Will you be organizing transportation for participants of this event?

What type of transportation will you be using? (Check all that apply)

- Car Pool
- Cab/ Transportation Company (U-Need-A-Cab vouchers for those who require emergency transportation home)
- Coach Company
- Public Transit
- Train
- Air
- Other - Buses

If car pooling:

Please provide a list of drivers and their passengers:

Please provide a copy of the directions to and from the event:

If using a coach company:

Is there a contract with the transportation company? Yes or No

For bus travel, please provide the following information for each bus:

PICK UP TIME	PICK UP LOCATION	DROP OFF TIME	DROP OFF LOCATION

2 monitors are required per bus. Please provide the required information based on the expected amount of buses you will use.

BUS MONITOR	STUDENT NUMBER	PHONE NUMBER

Transportation Company Information

Company:
 Contact Name:
 E-Mail:
 Address:
 City:
 Province:
 Phone:
 Website:

SECTION 8 – COLLECTION OF MONEY & TICKETING

Will money be collected at this event?

If yes, outline the procedures you will be implementing to do so:

Will tickets be sold for this event?

If yes, outline the procedures you will be implementing to do so:

SECTION 9 – ADVERTISING

Will you be advertising for this event?

If yes, briefly describe your planned advertising initiatives:

Please indicate which of the following advertising materials you will employ and submit samples:

SECTION 10 – SPONSORSHIPS All sponsorship agreements need to be approved by the Principal’s Office.

Do you plan to secure sponsors for this event?

If yes, please provide the following information for each sponsor:

Sponsor Name:

Details of Sponsorship:



Our organization: _____ (name of organization) completed this checklist on _____ (date) in preparation for _____ (name of event).

Signature of Event Coordinator

Principal of Brescia University College

Event Planning Form Continued...

15. Fill out the worksheet below to demonstrate your approach to managing risks.

Activities	Associated Risks	Method to Handle
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Coordination and organization of event		
Advertising		
Ticket Sales and Money Management		
Venue		
Transportation		
Alcohol		
Overconsumption		
Security and supervision		
Food and drink		
Fight or bullying		
First Aid and minor harm to a student		
Major harm to a student		