



# Event Planning Checklist

## **Event Goals and Outcomes**

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 the values and purpose of both your group and Brescia. 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?

## **Event Site Visit**

You should be aware of the risks inherent with the area/facility where you would like to hold your event (e.g. uneven ground, adequate lighting, accessibility, etc.).

## **Emergency Procedures**

Are there event organizers trained to assist in the case of an emergency (i.e. with certification in Standard First Aid and CPR). If you are off-campus, ensure that someone will be able to contact your 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.

## **Event Supervision**

Arrange for designated event monitors to assist with event supervision. It is good practice to have these monitors agree to refrain from participating in the event.

## **Signing Contracts**

Be sure that you read the agreement/contract before you sign it. 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. Brescia is not responsible for any damaged to or a loss of rental equipment. You are encouraged to have contracts reviewed by the Brescia Events Review Committee prior to signing them. **Please Note:** All contracts that ask for the signature of an individual who can legally 'bind' the institution **MUST** be signed by Brescia's Director of Financial Services.

**Certificate of Insurance**

In situations where you have signed a contract with a company for a service (e.g. equipment rental, etc.) you may be asked to show a 'Certificate of Insurance' based on Brescia's insurance coverage. Certificates of Insurance can be requested through the Brescia Events Review Committee.

**Transportation**

If you require pre-arranged transportation to ensure the safe arrival and departure of your event participants, consider hiring a bus and drivers. Avoid having participants drive their own cars to the location. In the event of an accident, it will be the insurance of the personal driver of the vehicle that will respond, not Brescia's insurance.

**Health and Safety**

If you are hosting an event in which food is being served, be aware of your participant's potential food allergies. If you are planning an off-campus trip, know who is going on that trip and have them provide their first and last name, contact information, proof of medical insurance if required and emergency contact information. Depending on the nature of the trip, a trip waiver may need to be signed by participants.

**Finances and Event Budget**

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 at least two members of the organizing committee have been designed as responsible individuals to manage an event budget and finances.

**Accessibility**

Ensure that your event is accessible and inclusive for all individuals participating (e.g. wheelchair accessible).

**\*\*For events that include the consumption and/or sale of alcohol, please refer to Brescia's Alcohol Policy to ensure that your event meets all of the requirements set forth in this policy.**

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

