



DATE STAMP
(From CSA Front Office Manager)

EVENT PLANNING FORM
Check all that apply.

- Risky Event Non-Risky Event

NOTE: a risky event is one that includes the use of alcohol, off campus, physical activity, an on campus event nearing venue capacity, and/or any event involving on site food preparation

Event Type

Name of Student Group: _____

Contact Info for Student Group: _____

Name of Event: _____

Event Date: _____

Event Time: _____

Description of Event: _____

Inherent or Foreseen Risks of the Event: _____

Precautions Taken to Avoid Risks: _____

Estimation of Participant Numbers: _____

- On campus event Off-campus event

Name of Venue: _____

Phone # at Venue: _____

Name of Contact at Venue: _____

Mode of Transportation (if off-campus)

- Public Bus Charter Bus Personal Vehicle Other: _____

Charter Bus Company Name: _____

If using personal vehicles, are drivers aware of their rights and responsibilities: Yes No

If Bus Trip:

- Primary Organiser has read the SRM bus policy
- Ordered barricades from Physical Resources (over 200 people)
- 2 Bus Monitors per bus (Signing Contracts)
- 2 Line Monitors per loading area (over 200 people) (Signing Contracts)

Physical activity or Overnight event: Yes No

If Overnight Trip for more than one night, are you having an alternate Primary Organizer? Yes No

If Yes, make sure both POs have signed PO Contracts and have indicated at which times during the trip they are assuming responsibility

If Physical Activity event, participants will be drinking? Yes No

Please See Reverse



- Event complies with crowd control regulations** (from SRM Manual)
 - Event complies with fire prevention recommendations** (from SRM Manual)
- Special precautions taken:
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Advertising

Have you begun advertising yet for this event? Yes No
Please read our Policy on Advertising, as we have a zero tolerance

Waivers: Please check all that apply

- Risky Event Waiver** – regular risky event
- Risky Event Waiver for Bus Trips**
- Risky Event Waiver** – Signing Waiver at the Door of Venue
- One Way Bus Trip Waiver**
- Physical Activity or Overnight Waiver** – No other waivers are necessary in these situations

- Tickets Being Sold:** Waivers will be attached to the tickets

Please look over the SRM list of standard/typical events to see what events require which forms and need which issues addressed

Do you agree to follow the instructions and requirements as laid out in this form? Yes Primary Organizer Signature: _____

Has the Representative from your Student group's executive who has received SRM training had a chance to look at this form? Yes No

For SRM Committee Use

Club/Group Current Standing with Committee: _____

Level of Risk with this event: HIGH MEDIUM LOW

Approved: Yes No Date: _____

Pending: _____ Conditions Met: Yes No

Approved by: SRM Committee SRM Coordinator & Rep Other: _____

Signature of Authorizing Committee Member: _____

Comments? _____

If Bus Trip: Copy of Insurance on File? Yes No

If no: Insurance Policy Number: _____