

10 Steps to Event Planning Forms!



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 Organizer 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 of which times during the trip they are assuming responsibility
 If Physical Activity event, participants will be drinking? Yes No
 Please See Reverse

Step 1:

Is it risky?

- Check “Risky Event” if:
 - it includes alcohol
 - it is off campus
 - it is a physical activity (rock climbing, etc.)
 - it is at a venue that is may reach capacity with participants
 - there is on-site food preparation

Step 2

Fill in typical information

- Name of Student Group (i.e. Engineering Society, Physics Club)
- Contact Info – I need your name and **E-MAIL ADDRESS** mainly
- Name of Event – Cannot include the words
 - Party
 - Beer, Wine, anything promoting alcohol
- Event Date – when it is being held
- Event Time – must put a beginning and ending time
- Description of Event – what are you doing at it?
- Inherent or Foreseen Risks
 - DO NOT LEAVE BLANK
 - There are always risks, put some thought into it
 - Do not need to exaggerate to death
- Precautions Taken
 - Also do not leave blank
 - Come up with at least one precaution to one risk
- Estimation of Participant # - put an approximate estimation

Step 3: *On campus / Off-campus*

- If off-campus, you need to fill out information, also it’s RISKY!
- If on-campus, say Branion Plaza, put down cell phone #, if avail.

Step 4: *Bus Trip, or no Bus Trip?*

- If bus trip, you need 2 bus monitors
- Also, can only use the following bus lines
 - Elliot Coach Line
 - Laidlaw
 - Denny Bus Lines
 - Coach Canada
 - Kunkel Bus Lines

- barricades and line monitors only required when >200 people

Step 5: *Physical or Overnight?*

- If the event is overnight, can have another PO, but I need two PO contracts

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- 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: <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Pending: <input type="checkbox"/> Yes <input type="checkbox"/> No	Conditions Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by: <input type="checkbox"/> SRM Committee <input type="checkbox"/> SRM Coordinator & Rep. <input type="checkbox"/> Other _____	
Signature of Authorizing Committee Member: _____	
Comments? _____	
If Bus Trip, Copy of Insurance on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, Insurance Policy Number: _____	

!!!!!!!!!!!!!! **THERE'S A PAGE TWO** !!!!!!!!!!!!!!!

Step 6: Crowd Control and Fire Prevention

- Make sure venue can accommodate these

Step 7: Advertising

- You CANNOT begin advertising for your event until it has been approved by the SRM committee
- If you do begin advertising and you're caught, bad things will happen ... dun dun dun ...

Step 8: Waivers

- You must have a signed waiver for everyone that participates in a risky event
- You must keep these waivers incase someone tries to sue you after the event
- You also typically only need one type of waiver, not all of them!
 - Risky Event Waiver – for most events
 - Risky Event Waiver for Bus Trips – if you're going on a bus trip, you need this one!
 - Risky Event Waiver – Signing Waiver at the Door of Venue – if this is more convenient, then go for it
 - One Way Bus Trip Waiver – if you're going on a bus trip and certain students do not want a ride back, they can sign this waiver and be left behind
 - Physical Activity or Overnight Waiver – you guessed it! If your event involves physical activity or is overnight (so you checked “yes” in Step 5), then you need this waiver
 - Tickets Being Sold – Waivers will be attached to the tickets – if you're selling tickets in advance you can put the waivers on the back and you just have to make sure they're signed properly when you collect them at event

Step 9: Final Touches

- The PO MUST sign off to agree with the event details
- Someone from your club that has had SRM training must look it over – they're supposed to catch the mistakes!

Step 10: Hand 'er Over

- Submit to me, **WITH PRIMARY ORGANIZER CONTRACT**
 - Preferably at CPES-SC meetings
 - By 4:30pm on Thursdays in CPES-SC office, SCIE 1505

- Don't worry about this section, that's for me!
- You'll hear from me on Thursday after my meeting via. Email!

Other Common Questions / Comments / Concerns, etc.

- Events must be submitted so that there is a minimum of a two week time lapse, before the event is to take place, when the event proposal is under review
- You need a Primary Organizer Contract for everything! Don't forget it ... your event will not be approved without it
- There are Bus Monitor Contracts that need to be signed when you go on a Bus Trip, two people per bus
- If you are preparing food on-site (i.e. BBQ), you must fill out an On-Site Food Preparation Form and fill out all required information with as much detail as possible
- Waivers are not required for events which are non-risky apart from a BBQ, so you do not need everyone who is eating a burger to sign a waiver
- However, the food served must be pre-cooked
- On the same note of food, potlucks are not allowed as there is too much risk of outside contaminants
- If something goes wrong at the event and someone gets injured, there are Incident Report Forms which need to be filled out immediately. This sort of stuff needs to be documented people!
- You can bring guests from outside of the school, but there must be someone at our school who is responsible for them, i.e. who is sponsoring them
- If you are going away for any length of time (i.e. canoe trip, conference, weekend trip) an itinerary is required
- For bus trips, the route you are going to take, along with any stops is recommended to include with the Description of Event (Step 2)
- Forms are available on our website: <http://www.uoguelph.ca/~collgov/CPES/forms.htm>
- If you have any questions, please email me!