

## Risk Management Checklist for Special Events

A Special Event can be any event that occurs that is outside of the day-to-day normal operations of the University of Texas at Tyler. Special Events are usually short-term, and they can expose UT-Tyler to increase direct or indirect risks. Examples include **fundraisers, concerts, sporting/athletic events involving outside parties, political events, conferences, camps, etc.**

The checklists below should be used as your start your planning process.

### Other Departmental Notifications:

Department	Contact		Person Contacted
	Yes	No	
Legal/General Counsel (contracts, liability issues, event publications)			
Environmental Health & Safety (life safety and property protection issues)			
Campus Police (crowd control, security, emergency response)			
Public Relations (event communications)			
Financial Services (loss control, insurance)			
Physical Plant (facility requirements, property protection)			
Student Affairs			
Outside Officials (EMS, Tyler PD, Tyler FD)			
Other _____			
Other _____			

**Potential Risks:**

Description	Risk Present?	Mitigation Measures	Person Responsible
Participant Safety			
Spectator Safety			
First Aid			
Emergency Response			
Crowd Control			
Environmental Release (air, water, hazardous waste, etc.)			
Security Concerns			
Potential Communication Problems during event (general or emergency)			
Weather Contingencies			
Property Protection			
Alcohol Consumption			
Electrical/Infrastructure Requirements			
Unusual Accommodation Requirements			
Parking/Transportation to and from event			
Permit Requirements			
Life Safety and ADA			
Pyrotechnics			
Event cancellation			
Other _____			
Other _____			
Other _____			