

Special Event Form

Risk Identification and Evaluation Procedure

Part I

A. Describe the Event - the Special Event: activities, animals, clean up, environment, equipment, facilities, guests, host, objectives, participants, reservations, services, set up, staff, vehicles, etc.

- 1) Event Name:
- 2) Dates – include set up and tear down:
- 3) Time – duration:
- 4) Location, provide address for outside of CSUN (indoor or outdoor):

- 5) How many attendees are expected?
 - a) Is open to the public?
 - b) Students/Faculty/Staff only?
- 6) Will alcohol be served?
 - a) If so will it be sold?
 - b) Hours served:
- 7) What activities will take place?
- 8) Who could be harmed? (University personnel, students, contractor's personnel)
- 9) What property could be damaged & how severely?
- 10) What is the maximum likely loss for each activity?
- 11) Is there a possible pollution exposure?
- 12) Are crowds or bystanders/passersby likely to be involved?
- 13) Will inherently dangerous activities be involved?
- 14) How likely is it that the University will be a defendant in the event of a loss?
- 15) Is this a recurring(annual) special Event?
 - a) If "yes" what is the safety/loss history of the event?
- 16) Are minors involved?
- 17) Is admission being charge?
- 18) Is transportation involved?
- 19) Are you providing overnight stay or lodging?
- 20) What advertising of the event is planned?
- 21) Has a budget for the event been established?
 - a) if so how much?

22. Are off campus facilities and/or contract services involved (vendors)?

- a) Entertainment/Performance:
- b) Food, Equipment rental, tables/chairs:
- c) Live Music/band(name &genre):
- d) Other vendor(s):
- e) What is the duration of the contract(s)?
- f) What is the amount of the contract(s)?

**Note ALL vendor must provide current insurance and endorsements*

Event Representative-Print name

Date

Event Representative Signature

Date

Insurance and Risk Management: Reviewer

Date