

Special Event Form

Risk Identification and Evaluation Procedure

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) Facility – CSUN or Elsewhere:
- 5) Location address (indoor or outdoor):

- 6) How many attendees are expected?
 - a) Is open to the public?
 - b) Students/Faculty/Staff only?
- 7) Will alcohol be served?
 - a) If so will it be sold?
 - b) Hours served:
- 8) What activities will take place?

- 9) Who could be harmed? (University personnel, students, contractor's personnel)
- 10) What property could be damaged & how severely?

- 11) What is the maximum likely loss for each activity?
- 12) Is there a possible pollution exposure?
- 13) Are crowds or bystanders/passersby likely to be involved?

- 14) Will inherently dangerous activities be involved?
- 15) How likely is it that the University will be a defendant in the event of a loss?

- 16) Is this a recurring(annual) special Event?
 - a) If "yes" what is the safety/loss history of the event?

- 17) Are minors involved?
- 18) Is admission being charge?
- 19) Is transportation involved?
- 20) Are you providing overnight stay or lodging?
- 21) What advertising of the event is planned?
- 22) Has a budget for the event been established?
 - a) if so how much?
- 23) 3rd Party Vendors – we will need their insurance. How many will you hire?
 - a. Entertainment, Food Vendors, Equipment, tables/chairs, etc.
 - b. What is the duration of the contract?
 - c. What is the amount of the contract?

24) Safety – security for event (contact DPS)?

27. (if applicable) COVID precautions (contact EHS)

B. Signatures:

Event Representative-Print name

Date

Event Representative Signature

Date

Insurance and Risk Management: Reviewer

Date