

Date Submitted for Review: _____



EVENT MANAGEMENT FORM

Adopted from Arizona State University with permission

Reason for Submission

- Facility Use Request
- Request for funds
- Advisor Required
- Seeking Risk Management Review
- Other _____

ONE KEY TO A SUCCESSFUL EVENT IS GOOD PLANNING. THIS PRE-EVENT PLANNING FORM PROVIDES YOUR ORGANIZATION WITH A SERIES OF QUESTIONS TO CONSIDER PRIOR TO ENGAGING IN AN ACTIVITY. REMEMBER YOUR ADVISOR SHOULD BE PART OF THE PLANNING PROCESS FOR ANY EVENT HOSTED BY YOUR ORGANIZATION.

Please keep in mind that all activities should be consistent with university policies, and procedures as well as the mission/purpose of your organization.

For more information on planning please check out: http://cfli.wisc.edu/pprg_home.htm

Event Name: _____

Individual(s) Responsible for Coordinating Event _____

Name

Position

Email

Phone Number

Date: _____

(Make sure that you have consulted the university calendar <http://www.today.wisc.edu/> to determine if the date is available and is an appropriate time for hosting this type of event)

Advisor Contact Info: _____

Name

Email

Phone Number

Event Location: _____

Backup Location (if needed): _____

Start time: _____ End time: _____

Type of Event:

- Concert
- Conference/Seminar
- Speaker
- Social Activity
- Sports/Competitions
- Dance
- Other _____

Number of People attending (estimate): _____

How does this event/activity promote the mission of the organization/department and UW - Madison?

In order to allow for optimal planning of your event as well as any necessary reviews it is suggested that this form be completed no less than two weeks prior to your event. Keep in mind that additional forms may need to be completed prior to your event.

RISK MANAGEMENT

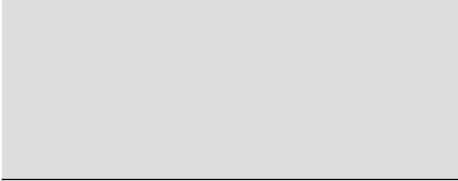



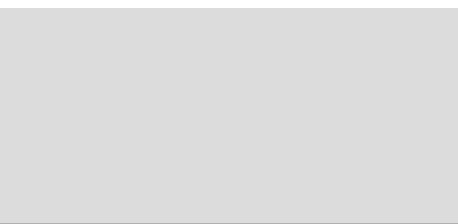

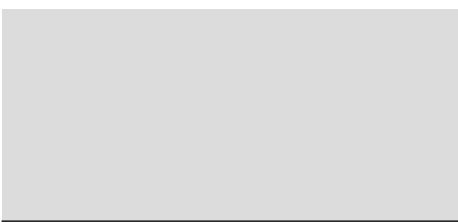

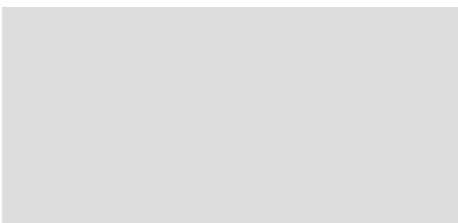
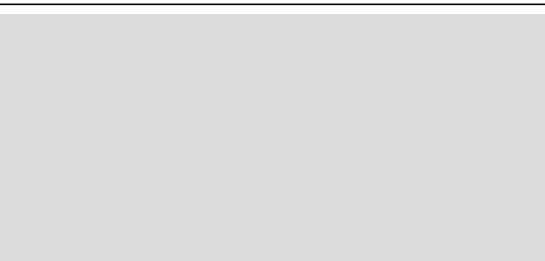
Provide a detailed description of the event/activity that you are planning
PLEASE ATTACH A DETAILED ITINERARY FOR YOUR EVENT AS WELL

What resources have you consulted prior to determining that you can successfully manage this event?

- Advisor Other Student Organizations that have hosted similar events/activities
 Center for Leadership and Involvement <http://www.cfli.wisc.edu> Other _____

List potential risks/problem areas associated with each component of your activity and the action steps your organization will take to mitigate them. Answer the following questions for *each identified risk* to help in determining how mitigation is possible.

- ⇒What can you do to mitigate this possible risk?
- ⇒How does this actually mitigate the risk?
- ⇒How can you put this strategy in place?
- ⇒What resources will you need to make this happen?
- ⇒Who will be responsible for making sure this is done?

<i>Description of Potential Risks</i>	<i>List of Potential Risks:</i>	<i>List Specific Strategies you will use to Minimize or Eliminate Risks:</i>
Physical Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents	Physical 	
Reputation Reputational risks are those things that may result in negative publicity for your organization, UW-Madison, your advisor and/or the venue where you are holding event.	Reputation 	
Emotional Emotional risks are those things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of the UW-Madison community	Emotional 	
Financial Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event	Financial 	
Facilities Facility risks are those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event)	Facilities 	

PRE-EVENT PLANNING

1. Have you secured the **location** for your event? Yes No

★ *Central Reservations* <http://www.union.wisc.edu/meetings/start/index.html>

★ *Rec Sports (for reserving field space)* <http://www.recsports.wisc.edu/outdoor.html>

2. Does your program involve any type of physical activity? Yes No

Make sure that individuals hosting the event are well trained to facilitate the activities

You may want to consider using a waiver form http://www.bussvc.wisc.edu/HOWTO/risk_mgt/release_of_liability.html

3. Are you serving food? Yes No

★ *Food must be prepared in a licensed commercial kitchen (**Homemade products are prohibited**)*

★ *For events in campus buildings contact the Union at* <http://www.union.wisc.edu/food/>

★ *For tips on planning an event with food look at the temporary food sales section at:*
http://cfli.wisc.edu/hb_fundraising.htm#opportunities

4. Are you traveling? Yes No If you are traveling, what type of transportation are you using?

Personal Vehicle

University Vehicle

Commercial Plane

Rental Car

University/Chartered Bus

Other

NOTE: For additional travel guidelines: <http://www.bussvc.wisc.edu/acct/travel/welcome.html>

5. Is your event outdoors, or can your event be affected by inclement weather? Yes No

Check ahead for weather conditions at <http://www.weather.com>

Check location ahead of time for shelter

Plan for alternative rain location

Bring a radio with you to monitor changing weather conditions

6. Is your event on campus? Yes No Is your event around a controversial topic? Yes No

Is your activity a dance? Yes No

★ *If yes to any, large events open to the public require Departmental Sponsorship*

★ *If yes to any, security is determined by the facility not the student organization.*

★ *If yes to dance and on campus, have you met with the RSO Dance Security Team: Contact Roger Vogts at*
rvogts@wisc.edu

7. Is there alcohol involved with your activity? Yes No

★ *If yes, please see* http://cfli.wisc.edu/hb_alcohol_policies.htm *for policies and guidelines on events with alcohol.*

8. Are you contracting a service from a non-university entity? Yes No

★ *Consult the Contract information at* http://cfli.wisc.edu/hb_contracts.htm

9. Have you received appropriate insurance verification for all parties/organizations involved in the event?

Yes No

★ *UW Risk Management for guidance:* http://www.bussvc.wisc.edu/risk_mgt/certificate_insurance_overview.html

10. Are you using a university logo or trademark in association with your activity? (i.e. t-shirts) Yes No

★ *Consult University policies governing use of trademarks* http://cfli.wisc.edu/hb_trademark_licensing.htm

11. Have you reviewed your budget and purchasing guidelines as it relates to this event/activity?

Yes No

★ *General guidelines for funding can be found at:* http://cfli.wisc.edu/hb_funding.htm

★ *Additional Funding options:* http://cfli.wisc.edu/cmsfiles/Funding_Resource_Packet_2009-2010.pdf

12. How do you plan to market your event?

a. *Badger Herald* <http://www.badgerherald.com/>

b. *Daily Cardinal* <http://www.dailycardinal.com/>

c. *Wisconsin Union Directorate* <http://www.union.wisc.edu/wud/>

d. *CfLI Student Organization News:* <http://insites-it.com/php/soo/whatsup/>

AFTER THE EVENT - ASSESSMENT

1. Was your event a success? Why or why not?

2. Did you encounter any unforeseen problems? Yes No
If yes, how can you better prepare in the future?

3. List contact information for vendors, university staff, or others who assisted with this event.

4. Are you going to continue the event? Yes No

If yes, what changes would you recommend for the following year?

Completed on this date:

By:

In order to facilitate future planning it is suggested that a completed copy of this form and assessment be maintained as part of officer transition documents.