

# RISK MANAGEMENT

## CHECKLIST

Please review each item on the checklist in preparation for your risk management meeting. Identify all items completed by placing a check mark within the box. Bring this checklist and any additional documentation to your meeting for review and to receive final event approval by an OSI staff member.

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### THIRD PARTY VENDOR (For Off Campus Events)

- ☐ Obtained a copy of the vendor's license to sell and serve alcohol in the state, county, and/or city
- ☐ Obtained a copy of the vendor's Certificate of Insurance (general liability insurance)
- ☐ Vendor contract does NOT include drink specials for members/guest as part of the venue rental fee
- ☐ Vendor contract does NOT include a set amount of free alcohol
- ☐ Vendor contract does NOT require a minimum amount of alcohol sales during the event
- ☐ Vendor contract does NOT provide free drinks for officers and organizers, or drink specials for all women.
- ☐ All event attendees who are of the legal drinking age (i.e. 21 and over) will be marked by using (circle at least one): Wristbands      Specific hand mark      Other [Describe]:
- ☐ All event attendees who are *under* the the legal drinking age (i.e. 20 and younger) will be marked by using (circle at least one): Wristbands      Specific hand mark      Other [Describe]:

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### EVENT MANAGEMENT

- ☐ How many entrances will there be into the event? (Recommended: ONE entrance)  
\_\_\_\_\_
- ☐ Who will be working the door during the event (circle at least one):  
Organization Officer      Event Security      Third Party Vendor Staff      Other [Describe]:
- ☐ How many sober monitors will be present at the event? \_\_\_\_\_
- ☐ How will sober monitors be identified during the event? \_\_\_\_\_
- ☐ Who will be checking IDs during the event (circle at least one):  
Organization Officer      Event Security      Third Party Vendor Staff      Other [Describe]:
- ☐ What are the responsibilities of the sober officers and sober monitors during the event? (Attach written responsibilities and expectations)

For example: Check event attendee ID's, check and manage guest list at the door, mark the guests who are and/or are not of the legal drinking age, monitor attendees policy compliance, intervene if attendees attempt to engage in dangerous/risky behavior, etc.

- ☐ What are the procedures for how sober officers and sober monitors will respond to the following challenges or issues that may occur during the event (Attach written procedures):  
  
For example: Uninvited attendees show up at the event, Local or campus police are called to the event, attendees engage in physical altercations or other behaviors that can escalate, alcohol-related emergency during the event, report of a crime during the event, overly intoxicated attendees, etc.
- ☐ How will expectations of sober officers and sober monitors be communicated to the individuals assigned to specified roles? \_\_\_\_\_
- ☐ Transportation will be provided to and from the event? If so how: \_\_\_\_\_  
  
For example: Licensed transportation vendor [i.e. charter bus], pre-paid cab service [i.e. uber, taxi], designated driver program, etc.
- ☐ It has and/or will be communicated to all members, guests, and attendees that alcohol will not be consumed before, during, or after being in route to and from the venue
- ☐ Alternative food and beverages [i.e. snacks and non-alcoholic beverages] will be available throughout the event
- ☐ A guest list has been created and will be used for this event
- ☐ There will be NO tables and paraphernalia at the event that are used or gives the appearance they are for drinking games
- ☐ There will be NO kegs or other common source alcohol containers [i.e. punch containers, cases, handles of liquor, etc.] used at this event

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## EVENT THEME

- ☐ Event Theme (if applicable): \_\_\_\_\_
- ☐ Event theme is NOT disrespectful or degrading to any person or population
- ☐ Event theme does NOT rely on the stereotypes of certain groups
- ☐ Event theme does NOT encourage offensive dress or costumes
- ☐ Event theme does NOT stereotype men or women
- ☐ Event theme is NOT sexist.
- ☐ Event theme is NOT centered on making fun of a particular group of people, culture, or organization
- ☐ Event theme does NOT lend itself to attendees taking the theme to a place that is disrespectful or degrading

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## CO-SPONSORSHIP (IF APPLICABLE)

- ☐ This event has a co-sponsor: \_\_\_\_\_
- ☐ The co-sponsoring organization has a risk management policy (*If the co-sponsoring organization's policy is more restrictive, their risk management policy must be followed*)
- ☐ Both organizations have reviewed each organization's risk management policy
- ☐ The co-sponsoring organization's name appears on all contracts for the event

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## NATIONAL ORGANIZATION REQUIREMENTS (IF APPLICABLE)

- ☐ This event has been registered and approved by the national organization (please provide proof of documentation)
  - ☐ The organization's advisor (on campus and/or off campus) is knowledgeable of this event
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Approval for alcohol consumption at University sponsored and/or registered events carries with it the agreement that all University policies and procedures will be adhered to. Failure to disclose all necessary and important information regarding this event may result in a violation of the Student Code of Conduct. Failure to comply with the event planning form process will result in the automatic withdrawal of University approval for this activity and an immediate cancellation of the activity.

I have received and reviewed a copy of the policies regarding the use of alcohol at events. By signing below, I agree to follow all policies and procedures related to the use of alcohol at this event.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Received and Reviewed by the following OSI Staff Member:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_