Program/ Event/ Activity Risk Assessment Checklist

HOW MANY GUESTS ARE EXPECTED FOR THE PROGRAM/ EVENT/ ACTIVITY?

- Who will control attendance if this number is exceeded?
- How will exceeded amounts of guests be handled?
- How will control over unauthorized guests be handled?
- How will control over out-of-control and/or drunk guests be handled?
- How will access to the event by already-drunk guests be prohibited?
- How will safe transport for inebriated guests be arranged?
- Will a guest list be utilized?
- Will any admission fee be charged by the organization?
- Will the organization profit financially in any way from the event?
- Will the Program/ Event/ Activity involve gambling? (Gambling is prohibited per the University conduct code - i.e. raffles, etc.)
- Is the risk of driving-under-the-influence being addressed?
  - How?
- Will underage guests be permitted?
  - If so, how do you plan to prohibit their access to alcohol?
  - Will non-alcoholic, non-carbonated alternative beverages be provided?

WILL THE PROGRAM/ EVENT/ ACTIVITY TAKE PLACE ON-CAMPUS OR OFF-CAMPUS?

- Specify location ____________________________

WILL THE PROGRAM/ EVENT/ ACTIVITY INVOLVE NON-STUDENTS?

- Who are the generally anticipated attendees/participants?

WILL THE EVENT BE OCCURRING INSIDE OR OUTSIDE?

- IF OUTSIDE:
  - Has an amplified sound permit been obtained?
  - Has the location of the event been secured?
  - Have the proper organizations been notified of the event? (UPD, etc.)
  - How will traffic be managed?
  - How will overcrowding be managed?
- IF INSIDE:
  - Has a facility been secured for the event?
  - Will the facility have staff and/or chaperons monitoring the event?
  - How will overcrowding be managed?

WILL THE PROGRAM/ EVENT/ ACTIVITY PROVIDE FOOD?

- Will sufficient quantities of food be provided?
  - At guest expense?
  - Free-of-charge?
Who will be serving the food? (Food serving must be handled by approved University/vendor personnel.)

Will the Program/ Event/ Activity have a vendor?
  o If so, who is the vendor?

Will food be cooked at the Program/ Event/ Activity? (Cooking is prohibited by non-University/vendor personnel. If food is being cooked by individuals, it may not be distributed to other individuals because of liability/food poisoning/etc. A food permit may be obtained online. No bake sales permitted.)

Will the food be in sealed pre-packaged containers? (Food that is sealed may be distributed to individuals at the Program/ Event/ Activity.)

DOES THE PROGRAM/ EVENT/ ACTIVITY INVOLVE TRANSPORT BY MOTOR VEHICLE?

Will the transport be provided by a common carrier?
  o Can the organization/University be named as an additional insured on any insurance policies covering the carrier?
  o What are the carrier’s insurance coverages?

Will the transport be provided by university vehicle?
  o Will drivers be supplied by the university?
  o Will drivers be supplied by the organization?
    ▪ Have they been trained?
    ▪ Have their driving records been checked?

Are members of the organization driving their own vehicles (use of personal vehicles for programs/ events/ activities is prohibited).

Will rental cars be used in the program/ event/ activity?
  o Have the drivers received training?
  o Are they adequately insured?
  o Have their driving records been checked?
  o Will all terms of the rental agreement be satisfied?

DOES THE PROGRAM/ EVENT/ ACTIVITY INVOLVE ANY POTENTIAL KNOWN ILLEGAL ACTS?

DOES THE PROGRAM/ EVENT/ ACTIVITY INVOLVE ANY KNOWN POTENTIAL VIOLATIONS OF UNIVERSITY POLICIES OR REGULATIONS?

DOES THE PROGRAM/ EVENT/ ACTIVITY INVOLVE KNOWN ILLEGAL SUBSTANCES OF ANY KIND (Including but not limited to: alcohol, drugs, chemicals, toxins, etc.)?

WILL THE PROGRAM/ EVENT/ ACTIVITY INVOLVE AIR, TRAIN OR BOAT TRANSPORT?

  o Specify ________________________________

DOES THE PROGRAM/ EVENT/ ACTIVITY AS CURRENTLY PLANNED PRESENT A RISK OF DAMAGE TO PROPERTY? (Ex: banners, floats, regatta boats, etc.)
Does the program/event/activity as currently planned present more than an everyday risk of physical injury to participants?

Does the program/event/activity include any inherently dangerous activity (e.g. skydiving, mountain climbing, base jumping, etc.)?

Is the program/event/activity insured?
- By general liability?
- By specific rider or one-time event coverage?
- By a third-party?
- Are any of the activities the event contemplates specifically excluded from coverage by the terms of the policy?
- Are the insured coverages the right type of the program/event/activity?
- Are the insured coverages adequate to the nature of the risks involved?

Is the event co-sponsored?
- By whom?

Is an emergency plan in place for the program/activity/event?

Who is the emergency contact for the event
- Name: ___________    Cellphone number: ___________

Will an organizational advisor be present at the program/activity/event?
- Name: ___________    Cellphone number: ___________

Does the program/event/activity require the signing of a contract, liability form, or agreement for/by the organization? (No contracts may be signed by any Res. Program Staff.)

Have appropriate posting and advertising guidelines been followed for promoting the program/event/activity?

Does the program/event/activity involve recruitment, initiation or inducting for the organization?
- Specify __________________________
DOES THE PROGRAM/ EVENT/ ACTIVITY POSE A RISK OF EMBARRASSMENT HUMILIATION, COERCION OR EMOTIONAL ABUSE TO PARTICIPANTS?

 Specify ___________________________

DOES THE PROGRAM/ EVENT/ ACTIVITY POTENTIALLY POSE A RISK OF SEXUAL ASSAULT TO ANY PARTICIPANTS?

 Specify ___________________________

DOES THE PROGRAM/ EVENT/ ACTIVITY POTENTIALLY POSE A RISK OF PHYSICAL ASSAULT TO ANY PARTICIPANTS? (Ex: MMA program, boxing program, dunk tanks, etc.)

 Specify ___________________________

DOES THE PROGRAM/ EVENT/ ACTIVITY CONTAIN STRONG SEXUAL CONTENT? (I.e. title, content, activities, etc.)

 Specify ___________________________

DOES THE PROGRAM/ EVENT/ ACTIVITY POTENTIALLY POSE A RISK OF TARGETING, DEMEANING, DISCRIMINATING OR INSTIGATING ANY PERSON OR GROUP ON THE BASIS OF RACE, GENDER, RELIGION OR ANY OTHER CLASS OF PERSONS PROTECTED UNDER UNIVERSITY POLICY?

DOES THE PROGRAM/ EVENT / ACTIVITY POTENTIALLY POSE A RISK OF INCITEMENT TO IMMINENT LAWLESS ACTION BY PARTICIPANTS?

WILL THE ORGANIZATION BE RENTING, LEAVING OR OTHERWISE PROCURING A LOCALE FOR PURPOSES OF HOSTING THE PROGRAM/ EVENT/ ACTIVITY?

DOES THE PROGRAM/ EVENT/ ACTIVITY INVOLVE COMPETITIVE ACTIVITIES?

DOES THE PROGRAM/ EVENT/ ACTIVITY INVOLVE PROBLEM-SOLVING, OBSTACLE COURSES, TEAM BUILDING, OR OTHER PHYSICAL CHALLENGE-BASED ACTIVITIES?

WILL PICTURES AND/OR DESCRIPTION OF THE PROGRAM/ EVENT/ ACTIVITY BE POSTED ON ANY SOCIAL NETWORKING WEBSITE? (I.e. Facebook, MySpace, Twitter, etc.)

HAVE ALL APPLICABLE WIAVER FORMS, INDEMNIFICATIONS, PERMISSIONS OR OTHER NECESSARY FORMS OR PAPERWORK RELATED TO THE PROGRAM/ EVENT/ ACTIVITY BEEN COMPLETED AND RETURNED AS REQUIRED?

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No Strong Sexual Content

No Eating Contests

“You cook it, you eat it.” – No cooking events, bake sales, etc.
No Pie Eating

No Dunk Tanks

No Gambling (i.e. raffles, casino night, poker, etc.)

Amplified sound permit (i.e. Kelly Music Festival, performances outside, etc.)

- [http://studentaffairs.stonybrook.edu/sac/resources/eventforms.shtml](http://studentaffairs.stonybrook.edu/sac/resources/eventforms.shtml)

Food Service permit (i.e. hot dog cart, etc.)

- [http://www.stonybrook.edu/facilities/ehs/ih/food.shtml](http://www.stonybrook.edu/facilities/ehs/ih/food.shtml)
- [http://studentaffairs.stonybrook.edu/sac/resources/eventforms.shtml](http://studentaffairs.stonybrook.edu/sac/resources/eventforms.shtml)

No graffiti or chalking

Requesting a space: [http://studentaffairs.stonybrook.edu/sac/resources/requestspace.shtml](http://studentaffairs.stonybrook.edu/sac/resources/requestspace.shtml)