STUDENT EVENT PLANNING FORM

(please submit 14 days prior to event)

Notes:

- This form is designed to assist students in planning a successful and safe student event.
- This form must be submitted 14 days prior to the activity or event and must include all required approval signatures and documentation.
- All sections must be completed in full.
  Part A: General Event/Activity Information
  Part B: Risk Assessment & Management
  Part C: Approval Process & Signatures
- Incomplete forms will result in a delay of approval.

If you have any questions, contact Conference Services at 648-5909

PART A: GENERAL EVENT / ACTIVITY INFORMATION

Student Group;	
Primary Event Organizer:	
Position in Group:	
Email:	Telephone:
Name & description of event / activity:	
Requested venue and/or location of event:	
Event date:	Number of persons attending:
Start time:	End time:

PART B: RISK ASSESSMENT & MANAGEMENT

The purpose of this part is to:

- Identify hazards and associated risks.
- Examine and implement risk management techniques to avoid or reduce the severity of associated risks.
- Protect both the participants and organizers.

Section 1: Alcohol

Is alcohol involved? Yes ❐ No ❐ If no, skip to Section 2: Travel. If yes, complete the following check list.

❐ Is this an on campus event? If yes, please note the following: The liquor license for UNB Saint John requires certain conditions for the service of alcohol at student events. Please contact Conference Services (648-5909) for specific information on service and security issues related to alcohol events.
❐ Will security be informed of the event?
❐ Will any non-drinking volunteers be present? If so, how many? ____
❐ If students living on-campus are involved, will Residence Staff be informed?
❐ Will waivers be administered and signed prior to the event?

Section 2: Travel

Is travel involved? (Ie. Any event that requires the transportation of student to and from and event.) Yes ❐ No ❐ If no, skip to Section 3: Physical Activity . If yes, complete the following checklist.

❐ Are you arranging group transportation?
❐ Are you renting cars/vans (insurance included in rental fee)?
Name of rental company: _____
❐ Are you renting buses (insurance included in rental fee)?
Name of rental company: _____
❐ Will you be driving personal vehicle? (If yes , minimum $1 million insurance required.)
❐ Are arrival/departure times known by attendees?
❐ Are travel arrangements made for participants with special needs?
❐ Do you have a contingency plan for participants missing return transportation?
❐ Will you be maintaining a list of persons travelling on bus/rental vehicles?
❐ Will intoxicated participants be permitted to board the bus/rental vehicle?
❐ Will walking be involved as a form of transportation?
❐ Will waivers be administered and signed prior to the event?

Section 3: Physical Activity

Is physical activity involved? Yes ❒ No ❒ If no, skip this section. If yes, complete the following check list.

❒ Moderate physical activity (dancing, running, etc)
Type of activity: _____

❒ High physical activity (ice hockey, paint ball, etc)
Type of activity: _____

❒ Are there personal safety issues (walking after dark, soliciting, etc)
Please specify: _____

❒ Will the Primary Event Organizer bring a first aid kit?

❒ Will someone certified in Emergency First Aid be sober and at the event?
Please list name(s): _____

❒ Will crowd control measures be put in place?
Please specify: _____

❒ Will waivers be administered and signed prior to the event?

PART C: APPROVAL PROCESS & SIGNATURES

Primary Event Organizer:	Signature:	Date:
Group Affiliate (choose ONE only): ❒ Student Representative Council ❒ Student Society/Club/Organization: _____ ❒ Residence Life ❒ Other: _____		
Affiliates's Name & Position:	Signature:	Date:

Reviewer use only:	
Review comments:	
Reviewed and signed by (name & title):	
Signature:	Date: