

1. Student Involvement

What is the percentage of students involved in your event?

Are non-students involved? _____

What is their role or function?

If non Carleton students are involved explain why this event should be considered as a student (CUSA) event:

2. Volunteers – backstage and ushers

Number of volunteer ushers that will be present at the event?

Number of backstage volunteers that will be present at the event?

Volunteers from student group trained in either CPR and/or First Aid designated to monitor attendees?

List names of persons and training for each. (Use separate page if required)

Name

Training

3. Event Type (check applicable and describe)

Live Band (Describe):

Dance (Describe):
Variety Show (Describe):
Karaoke (Describe):
Lecture (Please provide information about participants):
Other (Describe):
If Music describe genre:
Please provide Band or DJ website:
3. PARTICIPANTS Number of expected participants? <input type="text"/> What percentage of participants will be Non Carleton students <input type="text"/> Will attendees be required to bring health card (OHIP, UHIP, etc)? Yes <input type="checkbox"/> No <input type="checkbox"/> Will attendees be required to bring government issued photo I.D.? Yes <input type="checkbox"/> No <input type="checkbox"/> (Drivers license, passport, etc.) 4. Audience Expected Audience size: <input type="text"/> Will tickets be sold to non-students? Yes <input type="checkbox"/> No <input type="checkbox"/> What percentage of the audience will be from off-campus (i.e. non-student) <input type="text"/> Will assigned seating tickets be used? Yes <input type="checkbox"/> No <input type="checkbox"/> Will any of the participants be audience members at any point during the show? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes how many? <input type="text"/>
4. CONTRACTS As part of organizing this event are you required to sign contracts with vendors/suppliers? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, are there clauses which hold your organization or Carleton University legally liable? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list the organizations or individuals the contracts are within the spaces below.

. Emergency Response
What provision for First Aid has been made for the event?
Will CUSERT be in attendance? Yes <input type="checkbox"/> No <input type="checkbox"/>
Will St John Ambulance be in attendance? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are organizers aware of the location of nearest Hospital? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you established a designated meeting place outside the venue in case of evacuation? Yes <input type="checkbox"/> No <input type="checkbox"/>
8. SECURITY
Has the Department of University Safety been notified Yes <input type="checkbox"/> No <input type="checkbox"/>
Will crowd control measures be put in place? If so give details:
Are there any special circumstances related to this event (including minors' in attendance)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes list below:
9. COMMUNITY RELATIONS (ON & OFF CAMPUS)
What Risks to the community or the audience are involved?
Will there be amplified music/speeches? Yes <input type="checkbox"/> No <input type="checkbox"/>
Adherence to noise by-laws? Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Clean Up
Has Physical Plant been contacted re garbage containers and clean up Yes <input type="checkbox"/> No <input type="checkbox"/>
Has another Clean-up crew has been designated? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes who?
Give details of clean up:

11. Human Rights

Have you considered the human rights implication of this event - is it inclusive and respectful of racial and cultural diversity, gender, sexual orientation, gender identity and disability?

Yes ☐ No ☐

12. Other Risks – Are there any other risks which you as organizer feel participants would be exposed to by participating in this event? Give details:

Have any threats been made against the event or the group organizing the event?

Yes ☐ No ☐

Details:

Part C – Risk Management Recommendations

All events have an element of risk and require the review of the Risk Management Committee

PART D – WAIVERS & CONTRACTS

For Risk Management Use

Waivers may be required for your event if it includes ANY of the following:

A. Moderate to high physical activities risk

B. Moderate to high personal safety risk

For more information about when waivers are required or with help creating one please contact Tony Lackey, Manager Risk and Insurance 520-2600 ext. 1473

tony_lackey@carleton.ca

Required

Not
required

Comments

Approval from DUS: Yes ☐ No ☐

Approval from Other University Departments Yes ☐ No ☐

State Departments:

Signature of Risk Management Committee Chair

