



The Windsor Workbook

**The Ultimate Campus
Event Planning Guide**

2006/2007

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Introduction

Event planning is a wonderful way to introduce and connect students to the University of Windsor community. Whether your events are educational, academic or merely an excuse to get together for a social soiree, we encourage you to utilize the Windsor Workbook during the entire event planning process.

The planning and implementation of successful events is often one of the most daunting challenges faced by student leaders each year. Given the myriad of variables that may contribute to the success or lack thereof of any given event, we understand the difficulties and obstacles that you will face. This workbook is designed to provide student event planners with clear and concise guidelines and expectations. It is meant to function as a means of communicating the objectives of the University of Windsor to your organization and to ensure the planning and implementation of successful, safe, inclusive and responsible events. We hope that it will serve as an invaluable resource as you embark upon your journey as a student leader!

Goals

The Windsor Workbook was developed to support student leadership and student sponsored activities that enhance student life at the University of Windsor. Event planning allows student leaders to actively contribute to the lives of their fellow students and enhances the quality of campus community, while allowing student leaders to develop skills and abilities that will augment their future career goals. It is our hope that this Workbook will encourage and enhance event planning initiatives, and ensure that all events are coordinated safely and responsibly.

Objectives

- To ensure that students have the resources necessary for event success
- To ensure that events are organized in a safe and responsible manner
- To ensure the financial viability of events
- To ensure that all campus policies and procedures are adhered to
- To ensure that student groups are inclusive in their event planning
- To ensure consistency and cooperation among various campus organizations

- To make students aware of the fundamental values, rights and responsibilities associated with being members of the University of Windsor community, and the behaviours appropriate to this setting

Event Approval

All events organized by student groups on campus must be approved prior to implementation. **It is imperative that those planning events follow the Student Event and Activities Risk Management Policy (SERMP).** Groups and organizations **must** complete the Event/Activity Approval Form and a Primary Event Organizer Contract (see appendix) for each event. All forms must be submitted to the appropriate body or individual within each area for approval. Customized event forms can be used by ratified groups or areas on campus (e.g. UWSA, WIRC, etc.) and must be signed by a staff advisor or student union representative authorized to approve events.

It is recommended that groups submit their event proposals at least 4 weeks prior to the event, to ensure that any necessary changes can be made. All event forms should remain on file for at least 6 years, in addition to all other applicable documentation, waiver forms, contracts and event evaluations.

Groups must ensure that approval has been obtained before they begin planning an event. Events that have not been approved will not be covered by any Insurance Policy, and groups risk sanctions as well as potential legal consequences.

Event Liability

Despite the best of intentions and the most organized of plans, the likelihood of an incident during an event is always possible. However, preventative risk management steps can and should be taken to ensure the safest possible event.

To ensure that groups are best prepared for every situation, and that funds do not have to be spent on costly damages and/or retribution for student injuries, **groups are required to adhere to the Student Event Risk Management Policy.**

In the event that an incident does occur, Incident Forms (see Appendix) must be completed by the Primary Event Organizer, detailing which individuals were involved and exactly what occurred. The form must be submitted to the staff advisor or student union representative within 24 hours of the incident, and should remain on file for at

least 6 years.

On-Campus Event Guidelines

- Complete the Student Event/Activity Approval form and obtain the necessary approval
- Ensure that you have adequate and appropriate insurance coverage
- Create a reasonable and realistic budget
- Book your room and organize your room set-up with Catering Services
- Alcohol service is available through Catering Services & the Thirsty Scholar
- Contact Campus Police to determine appropriate event support e.g. off-duty officers, ERT persons
- Book your audio visual needs with the Centre for Flexible Learning
- Advertise your event to the rest of the group and membership
- Ensure that you have sufficient staff and/or volunteers (1:20 ratio)
- Ensure that all applicable university policies and procedures are followed

Off-Campus Event Guidelines

- Complete the Student Event/Activity Approval form and obtain the necessary approval
- Ensure that you have adequate and appropriate insurance coverage
- Book the venue and organize your room set-up with the Off Campus Vendor
- Create a reasonable and realistic budget
- Book your transportation in advance and coordinate the necessary waiver forms, bus monitor and line monitor contracts
- Advertise your event to the rest of the group and membership
- Ensure that you have sufficient staff and/or volunteers (1:20 ratio)
- Ensure that all applicable university policies and procedures are followed

Campus Community Police

Student groups are required to utilize Campus Community Police Officers for certain events held on campus. The number of Officers required will depend on the type of event, the number of participants expected, whether alcohol will be served etc.

Police Officers can be requested through Campus Police, (x1234) and all costs must be absorbed by the student group hosting the event. Student groups may be required to

review their security plans with the Director of Campus Police.

Catering Services

Whether you are planning a meeting, reception, dinner or a movie night, Catering Services can help you plan virtually any event on campus. They can help you book a room and coordinate your room set-up FREE for recognized campus groups. With an extensive menu, they offer a variety of food and beverage options, and can also arrange for liquor service if required. Call x3276 or x3277 to plan your event today!

Events with Alcohol

Groups should refer to the Campus Alcohol Policy for procedures regarding on and off campus events involving alcohol. All events must be run in accordance with the provisions of the Liquor License Act of Ontario. Due to the complex nature of alcoholic events, and the significant number of students who are not of legal age, groups are encouraged to organize "dry" events. A list of dry event ideas has been included (see appendix).

EANABs (Equally Attractive Non-Alcoholic Beverages)

Keep in mind that a large number of people may choose NOT to drink alcohol, so EANABs should be available when alcohol is served. Examples include Virgin Daiquiris, Smoothies, Fruit Juices, Coffee/Tea, Bottled Water, Fruit Punches or Hot Chocolate.

For fun mocktail recipes, visit <http://www.lcbo.com/fooddrink/mocktailssearch.shtml>

University Parking Lots

To utilize a university parking lot for an event, student groups are required to provide the following information to Parking Services:

- An event proposal form that has been approved (event forms should be signed by the appropriate authority) indicating that the group has sufficient insurance
- A plan to ensure the safety of all participants and spectators
- A plan to ensure the protection of personal and university property
- A crowd control/evacuation plan in the event of an emergency
- A plan to handle any medical emergencies
- Proof that the necessary licenses have been obtained

The cost per lot per day is \$125. If a student group is using the Parking Lot to raise

money, and the funds are NOT being donated to a charitable organization, the cost per lot per day is \$250 (3rd Party Fee).

Advertizing and Sponsorship

The promotion and advertizing of events is restricted to events organized by ratified and recognized groups on campus. All advertizing materials must be approved, and stamped if necessary. Posters must adhere to all building rules and regulations, and must be removed after they have expired.

The promotion of alcoholic products, local establishments, brewers and/or distillers may only take place within licensed premises and must comply with other campus advertising policies. Sponsorship from these groups is permitted if approval has been obtained from the appropriate body or individual. Sponsorship for safe-drinking programs is permitted, provided the name of the program and its message take prominence over the name of the manufacturer.

Sanctions

Individuals and/or campus groups responsible for violations will be held accountable for their behaviour and actions. Sanctions will be imposed at the discretion of the staff advisor or student union representative responsible for the student group. Repeated violations may result in further penalties and will be dealt with more severely.

When planning an event, campus groups should be aware that certain behaviours may result in disciplinary sanctions. These include:

- Hosting an event without approval
- Violation of approved event proposal terms and guidelines
- Violation of campus policies or procedures
- Disregard for appropriate risk management protocol
- Insufficient event staff, security persons and/or volunteers
- Other situations found to violate campus codes of conduct or policy documents

Possible sanctions may include:

- Probation or suspension of a group's ratification status
- Loss of recognition or deratification
- Financial penalties or a temporary suspension of funds
- Loss of event planning privileges – e.g. inability to book rooms, use on-campus resources
- Meeting with Vice-Provost, Students and Registrar or designate

- Other sanctions as deemed appropriate

6 Steps to a Successful Event

Step One: Needs Assessment

Asking yourself questions is a great way to determine what would most benefit your students. Are there any issues which are currently affecting my students? What are the needs, wants or concerns of my students? Then, using your answers to these questions, develop the goals and objectives you wish to accomplish with your event.

Step Two: Idea Formulation

Now that you know what you want to achieve, how do you select an event?

- Brainstorm ideas; write down everything you can think of
- Evaluate your ideas
- Don't forget the KISS Principle - "Keep It Simple Silly!"
- Remember to take into account the following factors:
 - time
 - money
 - supplies and resources
 - scheduling
 - accessibility requirements
 - permits/licenses
 - facilities and equipment
 - what your students want
 - risk assessment
 - security (if required)

Step Three: Event Planning

All events require a lot of organization. Be sure to ask the following questions:

- Who is involved?
- What is needed/required for this event?
- Where will the event be?
- When will it happen?
- How are you going to promote the event?
- Are there any policies or requirements that need to be adhered to?

Tip: Plan out when you want to do your events early. Use the event programming plan (see appendix) to assist you in organizing your year/semester. This is a great way to manage your time and stay on track. Talk to members of your group or someone in student life to get suggestions and ideas. They are a great resource!

Step Four: Publicity

This is one of the more important aspects of event planning. If you tell them they will come! Be creative to grab their attention!

- Posters/banners/flyers should include:
 - name of event
 - day, date and time

- location
- who is running/sponsoring the event
- cost involved (if any)
- who is invited to attend
- accessibility symbol
- Don't forget to let your team know!
- Keep it simple and colourful
- Be original

TIP: Remember to double check all applicable policies on advertising and posters to make sure that you don't violate any!

Step Five: Event Implementation

Here are a few details to consider when getting your event ready to go. The countdown has begun...

- Book the room and equipment in advance and confirm everything the day before
- Prepare the set-up and physical arrangements early. Don't wait for your audience to arrive
- Remember Murphy's Law...be prepared for any unexpected problems
- Have the appropriate number of trained staff and volunteers in attendance to help combat any potential problems
- Always be prepared for a large number of people
- Enjoy yourself!

Step Six: Follow Up/Evaluation

After every event, it is important to review what was successful and what could have been improved upon. Evaluating your events will only make you a better event planner. Remember, you aren't finished until you tie up all the loose ends! Here are some helpful hints:

- Clean up after the event, and return any borrowed materials/equipment
- Remove advertisements promptly from all campus areas where they have been posted
- Complete a final budget and pay any outstanding bills
- Complete an event evaluation (see appendix) to add to your file for future reference. Good evaluations help with future events!
- Complete an incident form to document any situations that occurred
- Submit all signed waivers, incident forms, contracts, etc. to the appropriate reporting authority
- Encourage honest feedback from the participants and/or presenters
- Get feedback from your executive, student group and members of other groups
- Be encouraged by all events - they are all learning experiences
- Thank all helpers and guests in writing

Event Timelines

The following timelines are your guide to successful event planning. This is an invaluable resource to help you remain on track as well as ensure crucial details are not forgotten.

TASK	TARGET DATE	PERSON RESPONSIBLE	DONE
<ul style="list-style-type: none"> - Sit down as a group/executive to set goals for the year or the semester - Brainstorm various event ideas - Decide what events the group will run according to the funds available - Determine tentative event dates, times, locations and budget allocations - Contact staff advisors or student union reps to get feedback, assistance and keep lines of communication open - Keep group members informed of all event planning progress 	Beginning of the Year/ Semester		
<ul style="list-style-type: none"> - Determine who the event will target (residence/off campus/all ages, etc.) - Select a room/venue for the event - Submit an Event Proposal and Primary Organizer Contact for approval - Determine event staff requirements (may include Campus Police) - Create a checklist of required items/supplies/equipment - Get quotes for any needed materials - Create a preliminary budget - Determine how you will promote and advertize the event - Determine your power/electrical needs 	4 Weeks before the Event		
<ul style="list-style-type: none"> - Ensure event approval has been obtained before planning continues - Arrange for transportation if required - Select the food/beverages to be served - Order any items/supplies/equipment 	3 Weeks before the Event		

<ul style="list-style-type: none"> - Design and produce publicity materials - Request donations or sponsorship - Request licences/permits if required - Review and sign any vendor contracts - Review Emergency Procedures (See Appendix) 			
<ul style="list-style-type: none"> - Begin advertizing and promotions - Send out invitations to all guests and group members - Begin ticket sales if required - Confirm the room/venue and set-up - Inform the media about the event - Conduct a site check of the location - Determine the maximum capacity of the room/venue - Identify all fire exits and fire equipment - Ensure a first aid kit will be on site - Request Campus Police Officers and event staff as per the event proposal - Organize security protocol in conjunction with Campus Police (i.e. rotations/entry/exit procedures) - Make rain/back-up plans 	<p>2 Weeks before the Event</p>		
<ul style="list-style-type: none"> - Finalize all event details - Finalize the number of people attending the event - Hire or recruit staff and volunteers to assist with the event - Conduct a Training Session for all staff and volunteers, including all bus and line monitors - Confirm that all supplies were ordered and will arrive on time - Create a guest list for the event 	<p>1 Week before the Event</p>		
<ul style="list-style-type: none"> - Purchase any last-minute items - Organize supplies for the event (e.g. change floats/pens/hand stamps, etc.) - Ensure that all staff and volunteers know what time to arrive - Prepare the necessary waiver forms - Create visible signage for the entrance 	<p>Day before the Event</p>		

Last Minute Checklist

Day of the Event:

The Primary Organizer should be first person there and the last person to leave
Arrive a few hours before the doors open (depending on the set-up required)
Pick-up, set-up and test all equipment
Complete all set-up/decorating arrangements
Have all volunteers and staff arrive early to sign any necessary contracts and waivers (these should remain with the Primary Organizer)
Assign duties to each person, and make sure that everyone is aware of their responsibilities and where they should be located
Establish a system of communication between all event staff
Ensure that you know where all of the fire exits are located
Ensure that all event staff are highly visible (red/yellow/orange tshirts work best)
Meet the guest speaker or performer if any (be prepared to introduce them)
Conduct a final safety check of the room/venue before the doors open
Have some incident forms on hand
RELAX and HAVE FUN!!!

Whether your event attracts
a few, a crew or a real zoo,
it's the quality of the program
that counts!

Budgeting Tips

The success of your group's events can often depend on its ability to budget effectively. Long-term planning and some thrifty spending will help make sure that your group is able to host more events than ever before. Groups are encouraged to use the sample budget worksheet (see appendix) to keep track of funds spent and stay under budget.

Budgeting 101:

- Make sure the event has been approved before you start spending
- Create a separate budget for each event
- Look at past budgets if available
- Try to share resources with other groups when possible
- Keep and itemize all receipts
- Have one person in charge of the budget
- Fundraise and request funds from various campus organizations
- Consider charging a small entry fee to help lower costs
- Always set aside some money for misc. or emergency expenses
- Reconcile your account each week to prevent financial errors

Food Handling Guidelines

Because the location of your event may be outdoors or away from proper refrigeration devices, the challenge becomes to store, prepare and serve food in a way that remains safe throughout the event.

Hazardous Foods are generally protein products capable of supporting bacteria growth and can cause food borne illness, such as raw meat and poultry, eggs, fish and milk products. **Non-hazardous foods** do not normally contain bacteria and do not need to be refrigerated. These include dry goods, baked goods, popcorn, fruits and vegetables. 1 in 5 cases of food borne illness are due to **Cross Contamination**, which is the transfer of harmful bacteria from one food surface to another.

To prevent Cross Contamination:

- Separate raw foods from ready to eat foods during storage, preparation, transportation and display
- Food in storage must be:
 - Off the ground and away from chemicals
- Food on display must be:
 - Pre-packaged and completely enclosed
- Clean and sanitize all utensils after each use, i.e. cutting boards, meat slicers, serving spoons and worktables.

BBQ TIPS:

- Make sure that food is properly refrigerated and served to protect your guests from parasites and other contaminations.
- Always thaw meat and poultry in the refrigerator. Unused meat or poultry should be refrozen.
- Cook meats ALL the way through to prevent the spread of bacteria.
- Pass on Pink. Do NOT serve pink meat or poultry. If poultry is pink by the bone, cook it until the juices run clear.
- Store and handle foods SAFELY. Cover food with tin foil or plastic wrap.
- Keep HOT foods HOT and COLD foods COLD. Keep plenty of ice on hand.
- Use utensils to handle food, and always put food on clean plates.
- Always wear plastic gloves and remember to change gloves every time you change foods to reduce the risk of cross contamination.
- Do not prepare foods if you have a cut or open sore on your hands or fingers.

Policy Documents

The following University of Windsor policies are applicable across campus and must be adhered to at all times, in addition to those set by university divisions, departments, and student governments. Students and student groups are encouraged to review the below documents to ensure that they are informed about all applicable requirements.

All of the policies below can be found on the Student Development & Support webpage: www.uwindsor.ca/sds

POLICY	DESCRIPTION
Student Code of Conduct	- The rights and responsibilities of students as members of the University of Windsor community
Catering Services Policy	- Guidelines and procedures regarding the planning and coordination of student events held on campus that involve food and/or alcohol
Campus Alcohol Policy	- Rules and regulations regarding the service of alcohol during events on and off campus
Student Event and Activities Risk Management Policy	- Requirements detailing the acceptable risk management procedures for all student events on and off campus
Human Rights Policy	- Policy detailing the protection and rights of faculty, staff and students within the University of Windsor community

Appendix

Appendix A
University of Windsor
STUDENT EVENT/ACTIVITY APPROVAL FORM

The University has general liability insurance coverage for staff and students for events it can be said to have approved and/or sponsored by the University. The following are the minimum standards to be followed. In the event that your department has more stringent procedures such procedures should be followed.

NOTE: This protocol does **not** cover ratified student clubs/societies or any other student incorporated groups. Please refer to your respective student body UWSA, GSS, OPUS etc. for their Event Management Protocol.

See other planning documents on the University's Risk Management website <http://www.uwindsor.ca/risk>; click on Events.

**One month prior to the Event:
Please complete all areas on this form (please print).**

Name of the Primary Organizer _____

Name of Organization _____ Phone _____

Organization Address _____ Fax _____

Status of Organization (Please check as appropriate)

- Student / Student Group
- Faculty
- Staff
- Academic Class

Details of Event/Activity:

Nature of Event or Activity

Location/Venue of Event

Planned transportation if applicable:

Date/Duration of Event _____ Start Time _____ Ending Time _____

Potential or Inherent Hazards and Risks (be as specific as possible)

Who will be supervising this event/activity?

Will the Primary Organizer of the event be present at all times during the event?

- Yes No

Has the Primary Event Organizer Contract been completed?

- Yes No

If an instructor is required, please attach proof of certification.

- Yes (attached) No

Estimated Attendance and who will participate in the event (ie general public or students etc.)

This University has an alcohol policy. Will there be alcohol at the event? Yes No If Yes and your event is on campus contact University Catering Services at ext. 3276.

University Authorities Consulted (Please check as appropriate):

	Contact Name	Date
<input type="radio"/> Campus Police	Director ext. 1234	
<input type="radio"/> Department Head/Dean		
<input type="radio"/> Student Services	ext. 3287	
<input type="radio"/> Occupational Health and Safety (Employee Related)	Manager ext. 2055	
<input type="radio"/> Finance Department	Manager ext. 2079	
<input type="radio"/> University General Counsel	ext. 2005	
<input type="radio"/> Catering (if food or alcohol is being served)	Coordinator ext. 3276	
<input type="radio"/> Housekeeping or Physical Plant	ext. 2158	
<input type="radio"/> St. Denis Centre	Coordinator ext. 2424	

Safety, Health and Risk Management Initiatives (please attach any supporting documentation, circle as appropriate)

Hazard or risk of activity and safety procedures/precautions	Yes /No /N/A
Safety Training for participants	Yes /No /N/A
Hazardous materials and precautions	Yes /No /N/A

First Aid/Medical Aid coverage and emergency plans	Yes /No /N/A
Incident/Injury reporting instructions	Yes /No /N/A
Security arrangements	Yes /No /N/A
Special requirements e.g. electrical services, waste disposal, staging	Yes /No /N/A
Authorization to conduct event/activity (Please provide details of authorization)	

Level of Risk (High/Low)

High _____ – Events that involve alcohol, transportation, physical activity, out of country travel or a new event.
 Low _____ – Events without alcohol service, all-age events held indoors.

University Sponsor (Faculty or Staff):

Name _____	Department _____
Title _____	Phone _____
Signature _____	Date _____

- No Sponsor
- External Sponsor (provide details)

 Signature of Primary Organizer

 Date Submitted to Finance

Please Note: Once the event has been approved the plans can not be materially altered without a resubmission for approval.

If the event is determined to be “high risk” then the form must be submitted to:
 Finance Department CHT 4th Floor Attn: Manager of Purchasing, Insurance & Investments
 The Primary Event Organizer will be notified if the event will be approved.

 Approved by
 Manager - Purchasing, Insurance & Investments

 Date

Are Event Waiver forms required _____yes _____no

If the event is not approved (reasons):

Liability Management

Attach Insurance Policy (if applicable)

Attach participant waivers (if applicable)

Appendix A
University of Windsor
Student Event/Activity Approval Form
Primary Event Organizer Contract

I, _____ (print full name) hereby agree to act as the primary organizer on _____ (date) for the following event:

I am fully aware that:

- 1) I will be responsible for organizing the event.
- 2) I will ensure that the planning of the event complies with the University of Windsor's Student Event and Activities Risk Management Policy (SERMP).
- 3) I will ensure that the event is run within SERMP guidelines.
- 4) It is my responsibility to ensure all student assistants or volunteers involved with the event are aware of their responsibilities.
- 5) The primary organizer will be held accountable to the University sponsor
Name and extension of Sponsor _____.

I agree to uphold all the requirements of being the primary organizer and agree not to consume any alcohol the day of the event until the event ends and all the participants have safely dispersed.

SIGNATURE: _____

WITNESSED by: _____
(print name and sign)

EMERGENCY PROCEDURES

Murphy's Law guarantees that if something can go wrong, it most likely will. Event planners who keep this in mind are usually the most prepared and best equipped to handle any situation that may arise. If an event has been well planned, and staff/volunteers are familiar with safety and security procedures, you should be able to run and implement the safest event possible.

The following document outlines some procedures to handle potential situations and emergencies you may come across during an event. In the event of any emergency or need for First Aid, contact Campus Community Police at x1234 and the Emergency Response Team at x3940.

PRE-EVENT PROCEDURES

Prior to any event, precautionary measures that should be taken include:

- Review the fire regulation and building capacity policies for the event location
- Check the event site to ensure it is fully accessible
- Obtain a cellular phone and distribute the number to all event staff
- Design a means of communications for all staff – utilize headsets if possible to remain in constant contact
- Hold a training session for all staff/volunteers before their shift, reviewing the entry/exit points, safety equipment, and emergency procedures
- Create a rotation schedule for all security persons, ensuring staff have been assigned to all areas of the venue
- Place staff in strategic areas so they can quickly respond to all situations
- Ensure staff persons are dressed so they are clearly visible
- Conduct a final venue check before the doors open to ensure everything is ready

ENTRANCE PROCEDURES

To ensure a smooth entry process for event participants:

- Stagger event entry and use barricades to avoid areas of high congestion
- Arrange for adequate admissions areas to prevent long lines
- Utilize good signage outside the venue to indicate the doors that are accessible
- At least 2 line monitors should supervise the entry line into the event, to keep the line calm and orderly
- Door staff should work in pairs, with one person checking Identification Cards/wristbands, and the other taking tickets and admission fees
- One staff person should keep track of the number of people within the venue, to ensure attendance does not exceed building or room capacity
- Once capacity has been reached, stop admitting people immediately

- Ensure the entrance is accessible for all participants, keeping in mind various accessibility requirements and needs (e.g. wheelchair access)

MEDICAL EMERGENCIES

A medical emergency can include everything from a bloody nose to a seizure. Event planners should undergo First Aid training and a First Aid kit should always be kept on site.

- Assess the situation to determine what needs to be done
- Bring the injured person to an isolated area for treatment
- Keep them calm and get all of the details surrounding the incident
- Have staff members coordinate crowd control
- Be prepared to evacuate the venue if circumstances warrant

CROWD CONTROL

It is important, especially when planning large events that crowd control strategies are devised to maintain control of the event and the environment.

- Event staff should rotate throughout the venue, especially within areas that hold large numbers of people
- Event staff should be located at each exit point, to keep track of the number of people that have left the event
- Exit staff should inform the entrance staff about how many people can be admitted into the event, to keep the flow of event participants relatively stable
- If staff cannot safely supervise a large number of guests, door staff should wait until the crowd thins before more people are able to enter
- Having numerous concession stands can prevent long lines and congestion problems

FIRE AND FIRE HAZARDS

Event staff should be able to identify and respond to fire or safety hazards. Should a fire occur, people will look to you and your staff for assistance.

- Before the event, staff should know where fire alarms, exits and equipment are located
- Event staff should be assigned specific duties (e.g. crowd control) and know what to do in the event of an emergency
- If smoking is prohibited within the venue, be alert for people smoking or throwing cigarettes into trash cans
- If a fire is detected, pull the nearest fire alarm and start evacuating the area
- Staff should ensure that all patrons have left the area safely
- Keep people away from the fire and clear an access route for fire personnel
- Keep people calm and ensure medical attention is provided for those who need it
- Speak to the Police and Fire Personnel regarding all event details

EXCESSIVE/UNDER-AGE DRINKING

The risk level for an event always increases when alcohol is involved, as people are more apt to engage in unsafe behaviour. Event planners should always undergo Smart Serve Training prior to an event to help them better understand the legal requirements of alcohol service.

- Staff should keep an eye on dangerous areas such as stairs, balconies or hallways
- Bartenders and servers should know how to detect intoxication and what quantities of alcohol can be legally served to event participants
- Individuals that display signs of intoxication must be cut off immediately
- If an event is all-ages, a wristband policy must be implemented and monitored
- All staff should monitor the behaviour of all attendees, especially those underage
- Event planners must abide by the provincial liquor laws when planning events with alcohol

POOR WEATHER CONDITIONS

Wind, Rain, Snow or Sun can adversely affect the success of your event, as people often cannot withstand the elements for very long and the weather is one of the hardest things to predict or control.

- Check the Weather Report prior to any outdoor event
- Arrange for an alternate indoor venue if required
- Always ensure water is available when holding an outdoor event during warm weather
- Shaded areas should be created for those who want to get out of the sun
- Minimize sun time by holding the event later in the day or for shorter time periods
- Remember that people often won't notice heat/sun stroke until it hits them

ALTERCATIONS

Altercations can always occur, especially when an event is quite large and alcohol is being served.

- Look to your team for support to diplomatically handle the situation
- Don't be condescending or aggressive. Hostility will only make the situation worse
- If you feel uncomfortable in any situation, ask for help or contact Campus Community Police
- Campus Community Police should remove the person causing the altercation from the area
- Give someone a chance to stop what they are doing, forgive and forget, or sober up
- Individuals who continue to be a problem should be ejected

EJECTION PROCEDURES

Ejecting event patrons should only be done by security staff (Campus Community Police) and only as a last resort.

- Do not hesitate to eject belligerent, insulting, threatening, or hostile individuals
- When someone is ejected, it should be done quickly and quietly
- Allow the person to leave on their own. If they refuse, contact Campus Community Police
- Report the time and description of the person ejected to the door staff and the primary organizer

POST-EVENT PROCEDURES

Responsibility for event participants does not cease once they have left the event venue. Injuries or damages that occur after the event has concluded can become the responsibility of the student group and event staff. To protect the safety of event participants, you can:

- Contact Walksafe to walk students home or to their cars
- Call Cabs or arrange for transportation after the event
- Campus Police should be located outside the event to prevent any damages and the consumption of the alcohol outside the event venue
- Complete an Incident Report for any major/minor circumstances that occurred
- Report all outstanding event details to a staff/student advisor

RISK MANAGEMENT CHECKLIST

ALL EVENTS

- Volunteer ratios should be 1:20 depending of the nature of the event.
- Consider the community surroundings. For instance, what are the city by-laws or campus rules with regard to noise? This is important to consider if you are in a building or using the grounds around a building, especially residence buildings.
- Does your event conflict with any other mandatory event or holiday?
- Have you used the correct language on your posters and other means of advertising? Is your advertising discriminatory?
- Are your safety and security plans clearly outlined?
- Is your event inclusive and accessible?
- Have you planned appropriately for your target group of participants?
- Is your event conflicting with any laws of the land, objectives of the university or by-laws within your organization?
- Have you accounted for where you are to safely store all cash on site and how to keep an inventory of product or tickets being sold?
- Have you accounted for the elements of nature such as long exposure in the sun, wet slippery conditions or thunder/lightning storms?

WATER EVENTS

- Are the games/activities to be performed clearly outlined?
- How will you ensure that water guns are filled up using water only?
- Is there going to be a mass amount of water in one area that could lead to injuries, horseplay or electrical concerns?
- Are there any areas that could be damaged by the use of water, such as computers, documents, etc?
- Does your event run the risk of personal property being jeopardized, such as clothing, books, etc?
- Have you arranged for the Emergency Response Team to be present?
- Where is your water source coming from, and who has access to it?
- Have you clearly outlined boundary lines where water can and cannot be used?

SCAVENGER HUNTS

- Do you have a list of items to be found? Has this list been approved by the appropriate people?
- Is the list appropriate? i.e. no stealing
- Have you set parameters for the event as well as a timeline?
- Do you have a group leader?

FOOD EVENTS

- Did you plan for enough food per person?
- Have you considered all dietary needs? (vegetarians, vegans, allergies)
- Are the individuals preparing the food trained in food preparation? e.g. using separate grills/utensils for meat and vegetarian products
- Have you kept the food items refrigerated and away from animals?
- Has food storage and transportation been taken into account?
- Have you cleaned up the extra waste and garbage from the event site?

PHYSICAL ACTIVITIES

- Have you recruited volunteers with First Aid training and/or contacted ERT?
- Have you provided, signed and collected all waivers?
- Have you provided food and refreshments for participants?

OFF CAMPUS EVENTS

- Has transportation been arranged?
- Do you have 2 bus monitors per bus? Have you provided appropriate training to all of the bus monitors?
- Do you have barricades for loading the bus for trips with over 200 people?
- Have you checked to ensure no one is boarding the bus with alcohol?
- Have you clearly stated to people that upon request, their bags can be checked to view their contents?
- Have you provided, signed and collected all waivers?
- Is alcohol accessible at the event? Are all participants over the age of 19? Remember that there are bars in bowling alleys
- Is the venue accessible?
- Have you visited the venue to confirm all of the finer details?
- Have you signed a written agreement with the venue?
- How will you ensure that all participants return with you from the event?

EVENTS WITH FIRE

- Is the fire contained in an appropriate container? e.g. fire pit, BBQ drum
- Has Campus Community Police, park officials and the fire department been informed of your event?
- What will be used to extinguish the fire?
- Where will the First Aid kit be located in case treatment is necessary?
- Who will be present at all times to monitor the fire?
- Who will stay afterwards to ensure the fire has completely cooled down?

EVENTS WITH ALCOHOL

- Have you obtained approval to hold an alcoholic event?
- Is the venue licensed?
- How will you ensure that only participants of age will be drinking? Remember, using wristbands is not flawless
- Do your staff/volunteers know that they are required to remain sober throughout the event?
- Have you hired Campus Community Police Officers?
- Have you contacted ERT?
- Is your event causing inconvenience or concern to any members of the community?
- Have your staff/volunteers received the appropriate training prior to the event?

Budget Worksheet

EXPENSES

Promotions:		Supplies:	
Item	\$	Item	\$
Tickets		Pens/Paper/ Name Tags	
Posters		Tape/Scissors	
Flyers		Photocopies	
Advertizing		Decorations	
		Cash Box	
		Table Cloths	
		Prizes	
		Thank-You Notes	
		Emergency Funds	
Food/ Refreshments:		Equipment/ Entertainment:	
Pop/Water		Sound System	
Food (Hot dogs, etc)		Band/DJ	
Condiments		Lighting Equipment	
Napkins		Room Charge	
Utensils/Plates		Travel Expenses	
Total		Total	

Total Expenses: _____

REVENUES

Item	\$
Ticket Sales	
Fundraising	
Sponsorship	
Pop/Water Sales	
Food Sales	
Total	

Total Revenues: _____

Total Revenues - Total Expenses = _____

Net (+/-) = _____

Event Evaluation

Event: _____

Group/Organization: _____

Name of Organizer(s): _____

Date: _____ Location: _____

Approx. cost of event: _____ How many people attended? _____

How would you rate the effectiveness of the event: 1 2 3 4 5

Would you recommend holding the event again? (yes/no) _____

Event Description:

Advertizing/Equipment/Supplies:

Contacts (guest speakers/venue/transportation/sponsors/resources):

Name

Organization

Phone #

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

How could you have improved the event?

What was successful about the event?

Please attach all event materials, advertizements, handouts, budget etc., that were used.

Remember to keep all event evaluations.
They are a wonderful resource for future event planners!

Dry Event Ideas

This is a list of events that have been offered in the past. Feel free to use these event ideas, or come up with your own!

- Playfair
- Bowling and Billiards Night
- Commuter Café
- Pita Pizza Social
- Faculty and Staff Meet & Greet
- Ultimate Frisbee
- Indoor Miniature Golf
- Paintball/Laser Tag Night
- Haunted Hike
- Miniature Golf
- Picture Scavenger Hunt
- Winter Carnival
- Game Show Night
- Much Music Video Dance Party
- Shinerama Day
- Outdoor Concert
- Hub Night
- So-you-want-to-Volunteer Fair
- Bagel Brunch
- Music Ensemble
- Club Fest
- Student Employment Info Fair
- Student Organization Info Fair
- New Student Orientation
- Student Council Introductions
- Library Tour
- What You Need to Know About Parking
- "Wizard of Oz" Scavenger Hunt
- Aquatic Splashfest
- Pre Law Basics
- Back to School BBQ
- Picnic in the Park
- DJ Competition
- Stand-up Comedian Night
- Mardi Gras Mask-erade

- Inflatable Games Night
- Hot Cocoa and Cider Night
- Woodstock Music Festival
- Ski Trip
- Karaoke Night
- Board Game Tournaments
- Indoor/Outdoor Movie Night
- Where's Waldo Campus Tour
- Community Campfires
- Campfire Sing-a-long
- Banner Making Contest
- Giant Twister
- Trip to the Conservation Area
- Meet the Exec
- Outdoor/Indoor Concert
- Coffee House
- Mini Olympics
- Play Day
- Ice Breakers
- Meet the Dean
- Grape Juice and Cheese Night
- Society vs. Society Competition
- Amateur Photo/Art Show
- Wet and Wild Finger Painting
- Lounging with the President
- Meet the Prez in Rez.
- Early Bird Swim
- All-you-can-Eat Pancake Breakfast
- Group Fitness Class
- Photo Scavenger Hunt
- Outdoor Frisbee
- Luau Night
- Psychic Expo
- Computer Games Night
- New Student Reception
- Grocery Store Run
- College, Faculty, Program meetings
- Volleyball in the Student Centre
- Corn Roast
- Lecture Speaker Series
- Off-Campus Survival Tips

- Bookshelf Visit
- Shop-till-you-Drop Day
- Make-your-own Sundae Night
- Habitat for Humanity Project
- Cookie Decorating
- Floor Hockey Tournament
- Get "E" Connected
- Easter Egg Hunt
- Water Balloon Fight
- Rock Climbing
- Murder Mystery Night
- Charity/Volunteer Project
- Saturday Morning Cartoon Marathon
- Pre/Post Football Game Celebration
- Bake off Madness
- Dance Party in the Quad
- Dance Marathon
- Free Skate at the Arena
- A Little Fun and a little Eats
- Meet the Peeps in your Program Mixer
- T-shirt Tye Dye
- Breakfast in Bed
- Canada's Wonderland Trip
- Grub Crawl

FOR MORE EVENT POSSIBILITIES CONTACT THE STUDENT ALCOHOL
EDUCATION COORDINATOR THROUGH CAMPUS COMMUNITY POLICE