Proposed Event Name: __________________________________________

The Risk Management Analysis:

On-campus Contacts and Event Process:

| List of Event Activities to run through the Risk Management Analysis Process. Based on these activities, determine which of the following departments need to be contacted. |
| 1. Risk Management and Insurance | donna.blunck@drake.edu 515-271-3116 |
| 2. Public Safety | tricia.McKinney@drake.edu 515-271-2222 |
| 3. Facilities | mark.chambers@drake.edu 515-271-3755 |
| 4. Event Management | matt.miller@drake.edu 515-271-3987 |
| 5. Marketing and Communications | brendakay.rodriguez@drake.edu 515-271-1899 |
| 6. City of Des Moines | Need to contact City of plan to use a street or close a street for an event –ask Public Safety about process to do this as they do this often |
| Parking, Crowd Control, Injuries, Inclement Weather Emergency | Use of Buildings and/or Grounds |
| Reservation of Building and/or Grounds, Catering Food | Communication and Advertising of Event, Use of Drake name, logo, or promotion |

Answer the questions below to create a “Summary List of Event Activities to run through the Risk Management Assessment Process.”

1) Main University Contact, Name, Telephone and Email Address:

2) Date, Time(s), and Location of Event and a Backup Location in Case of Inclement Weather:

3) What are the Event’s main activities?

4) What are the benefits or purpose of having this event?

5) What type of injuries are inherent with this type of event?

6) Who are the participants: Students and/or Public or?

7) What is the Expected Number of Participants?

8) Will there be minors (under 18) Participants? If so, who will be working with the minors?

9) How will the Participant register for the event?
   We will discuss at our meeting a Participant Release of Liability form to be signed before the event starts.

10) Will overnight stay in dormitory housing be a part of this event?

11) Will parking be needed for the event?

12) Will you use an outside party to provide a service or equipment for this event?
    a) Identify all Outside of Drake Providers and what they will provide:
       i) We will discuss at our meeting the university’s contract approval process and insurance requirements.

13) Do you plan to use City streets?
    a) If yes, has the City been contacted to determine what the City requires for crossing streets safely for this event?

14) Provide any other information that would be helpful in assessing the risk for this event?