



EVENT PLANNING FORM

Organization Activity: (detailed description of organizations activity)

List potential risks/problems areas associated with each component of your activity and the action steps your organization will take to mitigate them.

<p>Physical: Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents.</p>	
<p>Reputation: Reputation risks are those things that may result in negative publicity for your organization, CSU, your advisor and/or the venue where you are holding event.</p>	
<p>Emotional: Emotional risks are those things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of the CSU community.</p>	
<p>Financial: Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event.</p>	
<p>Facilities: Facility risks are those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event).</p>	

The examples of risks on this form are not intended to be all-inclusive; rather they are intended to act as a guide for students using the form when assessing risks associated with their activities.

EVENT/ACTIVITY PLANNING - RISK ASSESSMENT MATRIX

	PROBABILITY			
	A	B	C	D
SERIOUSNESS				
I	5	5	4	3
II	5	4	3	2
III	4	3	2	1
IV	3	2	1	1

- SERIOUSNESS OF RISK**
- I. May result in death
 - II. May cause severe injury, major property damage, significant financial loss, and/or negative publicity for the University
 - III. May cause minor injury, illness, property damage, financial loss and/or negative publicity for the University
 - IV. Hazard presents a minimal threat to health, safety and well being of participants and/or spectators

- PROBABILITY THAT SOMETHING WILL GO WRONG**
- A. Likely to occur immediately or in a short time frame, expected to occur frequently
 - B. Probably will occur in time
 - C. May occur in time
 - D. Unlikely to occur

WHAT DO WE HAVE IN PLACE TO REDUCE THE RISKS WE IDENTIFIED?

ACTIVITY	ASSOCIATED RISKS	METHOD TO MANAGE

This form has been provided as a tool to develop a process for identifying and discussing potential risks. It is intended for use as a part of the risk management event/activity planning assessment process, and should serve only as a starting point. Completion of the form does not imply approval or authorization of the event by the University.