Event Planning Checklist

When contacting Risk & Insurance Management (RIM) about an event, please have the following information. This will help facilitate event consultation, contract approval, Venue requests, etc. You can reach RIM at (573) 882.8100.

Primary Contact: _______ Telephone Number: _______

Event Summary
Date of the event: _______
Location of the event: _______
Estimated number of participants/spectators: _______
Brief description of event: _______

Will admission be charged? □ Yes □ No
Are any goods/services going to be sold? □ Yes □ No If yes, what? _______
What staff/faculty will be present?
If this is a student event, who is your faculty/staff sponsor? _______ Phone Number _______

Third Party Information
Does the event involve a third party? □ Yes □ No Name of third party: _______
Have they provided a certificate of insurance? □ Yes □ No
If no, request Venue-
   When requesting Venue coverage:
     • Put down the name/address of the person/vendor who needs and is paying for the coverage
     • List yourself as the contact
     • Requesting person should be name of individual needing insurance, as they will be the "insured."
     • For location-please note the building name and address
     • In the description, make sure to include that it is a TULIP/Venue request

Food and Liquor
Will food be served? □ Yes □ No By who? □ Campus Dining □ Outside Vendor: _______
Has the caterer provided a Certificate of Insurance? □ Yes □ No
Will liquor be served? □ Yes □ No If yes, answer the following:
   • Who holds the license? _______
   • Type of liquor to be served? _______
   • How will you ensure patrons are over 21 years old? _______
   • Is there a licensed bartender hired to serve? _______

Event
Have you talked to Risk & Insurance Management (882.8100) to determine if your event requires assumption of risk forms? □ Yes □ No
Are assumption of risk forms required for your event? □ Yes □ No
Has Campus Space Coordinator been contacted about the event? □ Yes □ No
Contact Campus Space Coordinator for assistance in reserving space and campus specific requirements.
Have you made arrangements with parking services? □ Yes □ No □ N/A
Is the event: □ Indoor or □ Outdoor If outdoor, has Facilities/Grounds been notified? □ Yes □ No □ N/A
**Vendors**

Do you have contractual documents for each vendor? ☐ Yes ☐ No

Has the contract been reviewed by appropriate departments? (Campus Administrator, Office of General Counsel and Risk & Insurance Management) ☐ Yes ☐ No

Has the contract been signed by an authorized person? ☐ Yes ☐ No

Do you have valid certificates of insurance meeting the requirements for each vendor? ☐ Yes ☐ No

Please list all the vendors for your event:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Description of the services they will provide</th>
<th>Contract, with OGC review in Place?</th>
<th>Insurance? Have you consulted with RIM to review coverage needs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other items to consider in planning**

- First Aid
- Emergency Response
- Crowd Control
- Weather Contingencies
- Public Relations (event communications)
- Environmental Health & Safety (life safety and property protection issues)
- Permit Requirements
- Event Cancellation