

University of Missouri – Risk & Insurance Management

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:

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

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	