RISK MANAGEMENT PLAN GUIDE

Sponsoring Organization: ________________________________________________________________

Proposed Event: _________________________________________________________________

Submission Date: ___________________________ Date & Time of Event: ______________________

Does this organization have a national affiliation? □ Yes □ No

Is this organization incorporated? □ Yes □ No

Name of Student and contact information: ___________________________________________________________

Name of TU Faculty or Staff Advisor: _____________________________________________________________

Will the Advisor oversee the event? □ Yes □ No

If No, will another Trinity University employee oversee the event? □ Yes □ No

If Yes, who? ___________________________________________________________

Type of Event: □ Concert/music/entertainment □ Social Activity – no entertainers

□ Sports/recreational activity

□ Guest speaker/lecture □ Other________________________

Location of Event: _________________________________________________________________

If off-campus, will you coordinate transportation? □ Yes □ No

Check all that apply: □ Outdoors □ Open only to TU □ Open to Public

□ Ticketed □ ID Checked □ Minors Involved

Estimated number of attendees: ______________________________

What are the risks associated with this event?

_____________________________________________________________________________________

_____________________________________________________________________________________

How will you minimize the risks associated with this event?

_____________________________________________________________________________________

_____________________________________________________________________________________

Identify high risk activities (sports, water recreation, etc.):

_____________________________________________________________________________________

_____________________________________________________________________________________

If this request is for a high risk activity, please provide the names and contact information of at least 2 staff members at other institutions that allow for this activity.

_____________________________________________________________________________________

_____________________________________________________________________________________

What will you do in the case of an emergency?

_____________________________________________________________________________________

_____________________________________________________________________________________

****Please submit the Event Guide and all Contracts and Certificates of Insurance to Risk Management and Insurance at least 5 business days prior to the event.****
**The following may or may not apply, each event will be reviewed on a case-by-case basis**

<table>
<thead>
<tr>
<th></th>
<th>Contract</th>
<th>Release</th>
<th>Certificate of Insurance (COI)</th>
<th>Background Checks</th>
<th>Background Check Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Vendor</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Other________</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**REVIEW PROCESS:**

1. □ Student Involvement or Sponsoring Department

   _____________________________________________________________________

   □ Yes  □ No

2. □ Risk Management

   _____________________________________________________________________

   □ Yes  □ No

3. □ TUPD

   _____________________________________________________________________

   □ Yes  □ No

4. □ EHS

   _____________________________________________________________________

   □ Yes  □ No

5. □ VP

   _____________________________________________________________________

   □ Yes  □ No

6. □ Other

   _____________________________________________________________________

   □ Yes  □ No

All contracts and Certificates of Insurance should be submitted directly to Risk Management at least 5 working days prior to the event. Additional information is available on the Risk Management website at https://inside.trinity.edu/policies/finance-administration-policies-and-procedures/risk-management.