Event Risk Management Plan
(A template for student organizations)

Event Contact 1:   **Event Contact 2:**
    Name   Name
    Email   Email
    Phone   Phone

Event Description (Who, What, When & Where):
Organization(s):
Event Name & Short Description:
Date of Event:
Address of Event:

Will there be a Trinity University employee overseeing the event? If so, who?

What could be problematic about your event?

What can you control about your event?

1. Events that carry inherent risk will not be approved on T-Space until a risk management plan is completed and submitted to Campus & Community Involvement.
2. This document will be shared with the Associate Director for Risk Management and Insurance in case additional questions/concerns require additional steps to be taken prior to approval.
3. All contracts and Certificates of Insurance should be submitted directly to the Associate Director for Risk Management and Insurance (jgilmore@trinity.edu), x7815 at least 5 working days prior to the event. Additional information is available on the Risk Management website at http://web.trinity.edu/x7441.xml.

How will you minimize the risk exposure for each of the associated risks? (i.e. What proactive steps will you take prior to and during the event to ensure the safety of your members/guests?)

What is your plan to follow in the event of an emergency?

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