

EVENT RISK ASSESSMENT FORM

This form is for events that are in spaces **NOT** reserved through the online Reservation Request form. <https://dms.tamuc.edu/Forms/Reservation-Request>

Contact Name: _____ Phone: _____ E-mail: _____

Will you be the on-site coordinator? YES NO If no, provide name & phone #: _____

Sponsoring Organization or Department: _____

Event Name: _____ Event Date: _____

Event Location: _____ Event Rain Location: _____

Time Doors Open: _____ Event Start Time: _____ Event End Time: _____ Time Doors Close: _____

Risk Assessment Questions:

1. Are you charging a registration or admission fee? YES NO
2. Will alcohol be present during your event? YES NO
3. Will there be minors present? (Under the age of 18) YES NO
4. Do you anticipate more than \$500 cash to be present or collected? YES NO
5. Are you an outside group or entity (non-TAMUC) hosting an event on campus? YES NO
6. Please select the event type:
 Campus Wide Public (Non TAMUC guests are invited to the event) Private (Individual department or group)
7. Is your event using a 3rd party vendor or other suppliers (DJ, party rental, food vendors, etc)? YES NO
 - If yes, name of vendor: _____
 - What will be provided? Inflatables Dunk Tanks Gas Generators DJ Food Truck Other: _____
8. Will the estimated total attendance be over 150 for your event? YES NO
 - Total estimated: Staff/Faculty _____ TAMUC Students _____ Public _____ Minors _____
9. Will your event be overnight? YES NO
10. Will you have an outside guest speaker, dignitary, government official, performer or VIP present? YES NO
 - If yes, please list name and affiliation: _____
11. Will there be food at your event? YES NO (If yes, please complete items below)
 - Name & location food will be purchased? _____
 - Is the food pre-packaged? YES NO If no, name & location food will be prepared by: _____
 - Will food be catered or delivery/pick-up or prepared on-site
 - Will the food be sold? YES NO
12. Does your event include activities that could be considered dangerous? YES NO
 - If yes, please explain: _____
13. Is your event considered a dance or is one of the primary activities dancing? YES NO
14. Will there be animals present at your event? YES NO
 - If yes, what type of animals? _____
 - Name and contact of vendor providing animals _____
15. Will there be outdoor grilling? YES NO
16. Have you booked the location and confirmed that the occupancy limit is adequate for the attendance? YES NO

Approvals:

Sponsor/Advisor Printed Name (If needed): _____ Signature: _____

Additional Approvers Name (If needed): _____ Signature: _____