

# SPECIAL EVENT SAFETY PLAN

- This form is intended to assist groups in the development of required safety plans and to raise awareness of safety responsibilities for special events on campus.
- **Event details, pertaining to safety, must be submitted to the municipal Police for review and recommendation, no later than 30 days prior to the event date.**
- If applicable, a Public Safety representative will provide a cost quote once all details are received (cost may include:

PD Officer over time, ambulance standby, state fire marshal event permit, first aid volunteer donation, insurance).

## SPONSOR DETAILS

SPONSORING GROUP NAME:	
EVENT COORDINATOR:	
CELL PHONE:	
OFFICE PHONE:	
CONTACT FOR EVENT RELATED COMPLAINTS:	
CONTACT PERSON:	

## EVENT BASICS

EVENT TITLE	
DESCRIBE THE PURPOSE/VALUE OF THIS EVENT	
DATE? DAY OF WEEK?	
TIME? START/END? WHAT TIME DO YOU EXPECT GUESTS TO ARRIVE?	
WHAT IS THE EVENT ITENTERARY? INCLUDE PRE-EVENT PLANS	LIST EVENT TIMING AND/OR PROVIDE ANY PRINTED MATERIAL.

## LOCATION

NAME OF BUILDING OR SPACE?	
HOW MANY GUESTS DO YOU EXPECT?	
STATE FIRE MARSHAL "SPECIAL EVENT APPLICATION" COMPLETED?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## OUTDOOR EVENTS

WILL THE EVENT BE ENCLOSED? WITH FENCING? GATE(S)?	YOU MUST CONFIRM THE LAYOUT AND ANY FIRE MARSHAL REQUIREMENTS.
WILL GUESTS HAVE SEATS? WILL THERE BE STANDING ROOM?	
WILL THERE BE DANCING? WHERE WILL GUESTS DANCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU REVIEWED THE EVENT NOISE GUIDELINES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WHAT WILL THE LIGHTING CONDITIONS BE? (AMBIENT, TIMER ADJUSTMENTS, PORTABLE, ETC.)	

## ENTERTAINMENT DETAILS

LIST THE NAMES OF ALL ENTERTAINERS/BANDS/ACTS	MUST BE REVIEWED BY RISK MANAGER (POSSIBLE INSURANCE COST).
HAVE CONTRACTS BEEN REVIEWED BY THE CAMPUS RISK MANAGER? (WILL BE KEPT CONFIDENTIAL, AS NEEDED)	<input type="checkbox"/> YES <input type="checkbox"/> NO  YOU MUST SUBMIT A COPY OF ALL CONTRACTS TO THE MUNICIPAL RISK MANAGEMENT OFFICE BEFORE YOU SIGN ANYTHING; PERFORMER WAIVERS OF LIABILITY MAY BE REQUIRED (POSSIBLE INSURANCE COST).
LIST THE CONTACT NAMES AND PHONE NUMBERS FOR ENTERTAINERS	

## ADMISSION

WILL GUESTS HAVE TO PAY TO GET IN? HOW MUCH? CAN THEY PAY AT THE DOOR/GATE? HOW WILL CASH BE HANDLED?	
WILL GUESTS HAVE TO SHOW AN ID? WRIST BANDS? FORM OF ID? WHO WILL CHECK THE ID'S?	YES NO
WHO MAY ATTEND? OPEN TO THE COMMUNITY? <18 YEARS ALLOWED?	
IS THERE A DRESS CODE? WHO WILL ENFORCE THE DRESS CODE? HOW WILL GUESTS KNOW?	
WILL GUESTS BE ALLOWED TO BRING ITEMS IN WITH THEM? WHAT WILL NOT BE ALLOWED? HOW WILL GUESTS KNOW? WHO WILL ENFORCE RESTRICTIONS?	

## FOOD SERVICE

ARE YOU PLANNING ON SERVING ALCOHOL?	YES NO SEE CITY POLICY AND PROCEDURES AND OBTAIN ABC PERMIT
FOOD SERVICE PROVIDED BY CATERING COMPANY?	YES NO
FOOD SERVICE PROVIDED BY VENDORS?	YES NO MUST COMPLETE THE <i>TEMPORARY FOOD SERVICE PERMIT REQUEST FORM</i> AT LEAST 2 WEEKS PRIOR TO EVENT DATE
FOOD SERVICE PROVIDED BY LOCAL ORGANIZATION?	YES NO MUST COMPLETE THE <i>TEMPORARY FOOD SERVICE PERMIT REQUEST FORM</i> AT LEAST 2 WEEKS PRIOR TO EVENT DATE
WILL GUESTS BE ALLOWED TO BRING IN OWN FOOD/DRINK? LIST ALL RESTRICTIONS	YES NO

## PARKING AND TRAFFIC DETAILS

WHERE WILL GUESTS PARK?	
HOW WILL EMPLOYEE GUESTS BE ADVISED TO PARK?	PROVIDE A COPY OF ALL INVITATIONS/DIRECTIONS THAT WILL BE GIVEN TO GUESTS
HOW WILL YOU AVOID PARKING CITATIONS?	YOU MUST CONTACT THE PD FOR ALL SPECIAL REQUESTS
WHAT ARE THE LOAD/UNLOAD PLANS FOR ENTERTAINERS?	

## SECURITY DETAILS

WHAT IS THE NAME OF SECURITY COMPANY?	
LIST THE CONTACT PERSON NAME AND PHONE	
CONTRACT REVIEWED BY RISK MANAGER?	YES NO YOU MUST SUBMIT A COPY OF ALL CONTRACTS TO THE MUNICIPAL RISK MANAGEMENT OFFICE BEFORE YOU SIGN ANYTHING (POSSIBLE FEE)
WHEN WILL SECURITY ARRIVE?	
HOW MANY SECURITY PEOPLE WILL YOU NEED?	
WHERE WILL SECURITY BE LOCATED?	YOU MUST ATTACH A LAYOUT DIAGRAM OF THE EVENT LOCATION WITH SECURITY POSTS
HOW WILL SECURITY COMMUNICATE WITH EVENT COORDINATORS AND/OR PUBLIC SAFETY?	
WHAT IS THE MAIN FUNCTION OF SECURITY STAFF?	