

## *Risk Assessment Guidelines & Meeting Application*

for

### Registered Student Organization Events

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*This application must be completed and turned in “72” business hours, after you receive a confirmation to host a risk event. The room/s will be released and the reservation will be cancelled if this form is not submitted to the Event Coordinator’s office, SU 2.404, within the indicated time frame.*

 **YOU DON’T NEED THIS FORM IF YOUR CONFIRMATION DOES NOT INDICATE THAT YOUR EVENT REQUIRES A RISK MEETING. IF IT DOES, PLEASE PROCEED TO STEP 1.**

If you require assistance planning your event please contact a Student Activities Advisor in the Center for Student Involvement (CSI), SU 2.506, and they will be to happy to assist you.

- **Step 1-** Turn to the back of this form; begin filling it out and obtaining all the necessary signatures.
- **Step 2-** Contact Chartwells catering or your approved secondary food vendor, and obtain a quote or invoice for the food you will be providing during the event. Be prepared to submit your invoice for food service at the risk meeting.
- **Step 3-** If you are selling tickets for an event, submit the “Ticket Request Sales Report” form to the C.S.I. office, pick up your cash box, and submit a copy of the signed form with this application.
- **Step 4-** Turn this completed application into the Student Union Event Coordinator within 72 business hours of receiving your room confirmation. Monday thru Friday.
- **Step 5-** Contact the Event Coordinator, via email to schedule a risk meeting **not less than 2 weeks prior to the date of your event**. Risk meetings are scheduled on Monday, between 3pm – 5pm. ***For example:*** If your room reservation is “confirmed” for *Friday, May 29<sup>th</sup>*, your risk meeting must occur no later than *Monday, May 18<sup>th</sup>*.
- **Step 6-** Create a drawing to describe how the event should be setup and a list of A/V equipment you will need, if you did not select a setup and choose equipment when you submitted the facilities request application. Bring the drawing to the risk meeting.

### **FAQ:**

**Q- What are the Risk Event Criteria? If one or all four of the above criteria exist the event is considered a “risk event”.**

A- Event ends after 12 midnight  
200 attendees or more are expected  
Open to the public  
Collecting money, selling tickets and/or charging a fee for entry or participation

**Q- What is an RUO and how do I locate one for my event?**

A- **The Responsible University Official.** The RUO is required to attend and remain present for the entire student organization event. The RUO must be a full-time UTD faculty or staff person. It may be your advisor, however; it does not have to be.

**Q- Who is required to attend the risk meeting**

A- The member(s) of the organization designated to plan the event. This person usually submits the facilities request for your organization. That may or may not be the President of the organization. However, it should be the individual responsible for planning, decision making, and providing details corresponding to the event.

**Q- May I still have the event if I don’t schedule a risk meeting 2 weeks prior to the date of the event?**

A- **Yes**, if you eliminate the risk factors that apply to the event. ***For Example:*** The event was originally open to the public, however, now it is just open to UTD students. Events open to the public are risk events. Events open to just UTD students are not.

# Risk Assessment Application

(This form must be turned in **“72” business hours**, after you receive a confirmation to host a risk event.)

Event Date: \_\_\_\_\_

Sponsoring Organization(s): \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

**I affirm that I will be present during the student organization event.**

Responsible University Official (RUO) Name: \_\_\_\_\_

(Print)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

**This student organization is registered and I am the current student organization advisor.**

Student Organization Advisor Name: \_\_\_\_\_

(Print)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

**Check the box:** Bring this form and all **applicable** documents to the risk meeting:

- Yes - Food will be served at the event and I have the required invoice from Chartwells food service or a secondary approved food vendor.
- Yes - I require that the Student Union staff or UTD Facilities Management department provide a setup and I have a draft of what the setup should look like.
- Yes - I require that the Student Union staff or UTD Media services department provide audio/visual equipment and I have a list of what I require.
- Yes – I understand that Indemnity Waivers are required for minors who will be participating in the event and/or visiting the campus as attendees. I have the signed documents.
- Yes – I have a copy of any and all legal and binding contracts that my student organization has entered into regarding this event.
- Yes – I understand that all required documents for food, media, tickets, etc will not be accepted after the risk assessment meeting occurs.

**Person Completing this form:** \_\_\_\_\_

(Print)

**Position within Organization:** \_\_\_\_\_

\_\_\_\_\_

(Date)