



## Event Planning Form

Please submit the form and guide to URSU at least fourteen (14) days prior to the event.

**Note:** The form and guide have been prepared to assist student groups as they plan events for students both on and off campus. The recommendations contained in the guide are guidelines only and not legal advice. If legal advice or other expert assistance is required, the service of a solicitor or other competent professional should be sought.

### Section 1 – Applicant Information

<b>Sponsoring Club or Society</b>			
<b>Organizer incl. Position</b>	(Primary)	(Secondary)	
<b>Phone Number</b>	(Primary)	(Secondary)	
<b>Email Address</b>	(Primary)	(Secondary)	
<b>Applicant Signature</b>			<b>Date</b>

### Section 2 – Event Information

<b>Event Name:</b>	<b>Date:</b>
<b>Event Description</b>	
_____	
_____	
_____	
_____	
<b>Event Location/Address:</b>	

<b>Contact Information (during event):</b>	
<b>Telephone:</b>	<b>Email:</b>



### Section 3 – Physical Activity

Is physical activity involved?  Yes  No (If no, skip to Section 4)

What type of physical activity is involved?  Low Intensity  Moderate  High

Please specify the nature of the physical activity:

### Section 4 – Travel

Is travel involved?  Yes  No (If no, skip to Section 5)    Are you arranging transportation?  
 Yes  No

What type of transportation will be involved?

Personal Vehicle(s)

University Vehicle(s)

Rental Vehicle(s)

Chartered Bus

Commercial Aircraft

Other (please specify):

### Section 5 – Alcohol

Is alcohol involved?  Yes  No (If no, skip to Section 6)

If the event is being held on campus you are required to follow the University of Regina's policies regarding events involving alcohol.

The policy can be found here:

<http://www.uregina.ca/presoff/vpadmin/policymanual/general/1045.shtml>



**Section 6 – Community Relations**

Is the event being held off campus?  Yes  No (If no, skip to Section 7)

Will there be amplified speeches or music?  Yes  No

Is the event in (or near) a residential neighbourhood?  Yes  No

**Section 7 – Food**

Is there food being served at this event?  Yes  No (If no, skip to Section 8)

Is food service provided through the University?  Yes  No

If Yes, list caterer: \_\_\_\_\_

(For on-campus functions a University caterer, including the Owl, is to be used)

If the event is being held on campus you are required to follow the University's policies regarding university catering: <http://www.uregina.ca/presoff/vpadmin/policymanual/ancillary/602010.shtml>

**Section 8 – Reviewer Comments (issues requiring additional attention)**

Primary Event Organizer	
Club/Society President	
URSU	
Other (_____)	



## Pre-event Planning Guide

**Note:** The Pre-event Planning Guide is provided to assist the Primary Event Organizer (PEO) in planning and carrying out a successful, enjoyable and safe event.

The guide is intended to encourage the PEO to consider the broad range of issues that can be associated with an event and to support the PEO in the development of strategies to address these issues.

The guide has been prepared to assist student groups as they plan events for students both on and off campus. The recommendations contained in the guide are guidelines only and are not legal advice. If legal advice or other expert assistance is required, the services of a solicitor or other competent professional should be sought.

The University of Regina does not accept any liability or responsibility for any occurrence arising out of the use of this guide by a person, club, society, association, organization or agency.

### 1. Physical Activity:

Is physical activity involved with the event? \_\_\_ Yes \_\_\_ No (if no, skip to Part 2)

What are the potential physical activity risks? (Please list):

Risk Mitigation Measures:

What strategies will be taken to minimize physical activity risks (please list):

Note: Any incident that involves injury to a person or damage to property must be reported to Health and Safety, Human Resources **within 24 hours of occurrence**.

- Incident Reporting Procedure: <http://www.uregina.ca/hr/health-and-safety/incident-reporting-and-wcb>

### 2. Travel:

Is travel involved in the event? \_\_\_ Yes \_\_\_ No (if no, skip to Part 3)

Potential travel-related risks (please list):

Risk Mitigation Measures:

Strategies to minimize travel-related risks (list):



# University of Regina Students' Union

### 3. Alcohol:

Is alcohol involved with the event? \_\_\_ Yes \_\_\_ No (if no, skip to Part 4)

Potential alcohol-related risks (please list):

Risk Mitigation Measures:

Strategies to minimize alcohol-related risks (please list):

### 4. Community Relations:

Is the event being held off campus? \_\_\_ Yes \_\_\_ No

Potential community-related risks (list):

Risk Mitigation Measures:

Strategies to minimize community-related risks (list):

### 5. Other

Are there other potential risks associated with this event? (Please list):

Risk Mitigation Measures:

Strategies to minimize the other risks associated with this event (list):



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## Sample Questions to Consider when Planning Your Event

### Physical Activity:

- Does event involve moderate or high level physical activity? (Do you have a first-aid kit available?)
- Will appropriate medical services be available at the event?
- Will there be volunteers with CPR or First Aid training available at the event?
- Do all participants have health cards and identification?
- Is there a plan for transporting the injured to the hospital?
- Does the activity require rented equipment? (Has training been provided for use of equipment?)
- Will appropriately trained supervisors be assigned to the event (i.e. personnel who have experience with this activity)?
- Will crowd control measures be in place?
- Will a waiver/informed consent form be used?

### Transportation:

- Is your group arranging group transportation?
- Will you rent cars/vans?
- Will you rent a bus?
- Will you travel out of province/country?
- Have attendees with special needs been considered and accommodated?
- Are departure and arrival dates/times known by all attendees?
- Has a contingency plan been developed and distributed should an attendee miss their ride?
- Has alcohol use been banned on the bus?
- Will intoxicated individuals be restricted from boarding the transportation?
- Have attendees been instructed to have health cards, passports and other documentation as required?
- If renting a vehicle, is proper insurance in place?
- Will a waiver/informed consent form be used?

### Alcohol:

- Will the alcohol be served by the venue?
- Will the alcohol be served by students at no cost?
- Will the alcohol be served by students at cost?
- Will there be student organizers who will not be drinking?
- Will security be on hand to help resource the event?
- Will campus security be hired to monitor the event?
- Will a process be in place to maintain legal age restrictions?
- Are bartenders and the venue aware of their responsibility not to over serve?
- Have bartenders received server intervention training?
- Is there a minimum of one non-drinking volunteer monitor for every 25 attendees?
- Has a monitor been assigned for bus transportation?
- If campus security is not being hired for the event, have they been made aware that the event is taking place?
- Has a process been put in place to ensure minors are not served alcohol?

### Community Relations:

- Will there be amplified speeches or music?
- Is the venue subject to a noise by-law?
- Is the event being held in a residential neighbourhood?
- Have you designated a clean-up crew?
- Will venue staff be responsible for cleaning up?
- For events on campus, has residence staff been informed?
- Will you be communicating with the residents of the neighbourhood prior to the event taking place?
- Will the venue effectively contain the event and minimize the risk of attendees spilling over into the neighbourhood?
- Will you have on-site crowd control?