

## Risk Assessment Guide

**Organization Activity** – (description of event; agenda or itinerary can be attached)

**Officer and/or Member Involvement** – (who is responsible for planning this event)

**Event Participation** – (who is attending and/or participating in this event)

In the left box, list potential risks/problem areas associated with each component of your activity. In the box to the right, list the action steps your organization will take to mediate them and address the following questions:

- *What can be done to mediate this risk?*
- *What resources are needed to implement this strategy?*
- *Who is responsible for addressing this specific risk?*

<p><b>Physical</b> Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents.</p>	
<p><b>Reputation</b> Reputational risks are those things that may result in negative publicity for your organization, your college or university, your advisor and/or the venue where you are holding event.</p>	
<p><b>Emotional</b> Emotional risks are those things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of your college/university community.</p>	
<p><b>Financial</b> Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event.</p>	
<p><b>Facilities</b> Facility risks are those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event).</p>	
<p><b>Legal/Regulatory</b> Legal risks are different from financial, and include entering into binding contracts with performers, entertainers, or other entities supporting the event.</p>	

**Risks described on this form should not be considered *all-inclusive*.  
This form is meant to be used as a guide for assessing risks associated with activities.**