Sample Event Planning Checklist

*This form is supplemental to the Space Request Form needed for RSOs.*

1. Event Name/Description:
2. Event Coordinator:
3. Phone Number:       4. Email:
4. Organization (check one and supply name of organization):

[ ] RSO Name/years as RSO:      /

Co-sponsor? Yes [ ] (name)     No[ ]

[ ] Campus Unit:      [ ] Community:

[ ] Individual:

1. Event Date/Time:
2. Proposed Venue:

List location:       Capacity:

1. Outdoor Event: Yes [ ]  No [ ]
	* If Yes, do you have a “rain date”? Yes [ ]  Date       No [ ]
	* If Yes, do you have an [inclement weather plan](http://registrar.illinois.edu/inclement-weather-plan)? Yes [ ]  No [ ]

*If yes, attach plan.*

* + If Yes, will you be setting up fencing or barricades of any type? Yes [ ]  No [ ]

1. Estimated Number of Attendees Total:      One time:

Estimate % Attendance Profile

* + U of I Students
	+ Faculty/Staff
	+ Other Students
	+ Community (adult)
	+ Community (minors)
1. Do you plan to have food and/or drink at this event? Yes [ ]  No [ ]

*If yes, complete the online* [*Safety and Compliance Food Service Request Form*](https://illinois.edu/fb/sec/854725) *or RO/RSO training*

* + If Yes, will the food be catered? Yes [ ]  No [ ]

If yes, name vendor:       [Catering Policies](http://www.obfs.uillinois.edu/purchases/purchases-types/catering-urbana-campus/)

* + If Yes, are grills involved? Yes [ ]  No [ ]

If yes, complete Grill Form.

* + *If Yes, will there be any alcohol served at this event?* Yes [ ]  No [ ]  [University of Illinois Alcohol Management Policy | CAM | Illinois](http://cam.illinois.edu/viii/viii-10.htm)

1. Entertainment Yes [ ]  No [ ]
* If yes, describe and list names of performers:
* If yes, what is cost for Entertainment?       [Policy Regarding Events Involving Professional Performers](http://www.admin.illinois.edu/policy/code/article2_part5_2-507.html)
* If music, describe type of music and genre: i.e. live/DJ/genre, etc. :
1. Tickets: Yes [ ]  Number of tickets available for sale      No [ ]
* If yes, what is your ticket sales/distribution plan:
* If Yes, will tickets be sold on sight? Yes [ ]  No [ ]
1. Activities (Check any activities involved at proposed event):
* [ ]  Sports/Games (extreme?) List:
* [ ] Road Race
* [ ]  Dance
* [ ]  Fire/pyro
* [ ]  Politically/Socially Sensitive?
* [ ]  Eating Competition
* [ ]  Animals [ ]  Other – List
1. Competition
	* Spectators Yes [ ]  Estimated Number:      No [ ]
	* Umpires/referees Yes [ ]  No [ ]
	* Trainers Yes [ ]  No [ ]

1. Scenery and Set Decorations Yes [ ]  No [ ]  *May require safety inspection.*
2. Tents Yes [ ]  No [ ]  *Consult facility if tents will be staked in the ground for regulations.*
3. Inflatables Yes [ ]  No [ ]  *List vendor:*
4. VIPs Yes [ ]  No [ ]  *Names*:
5. Event Insurance\* Yes [ ]  No [ ]
6. IT needs Yes [ ]  No [ ]  *Describe needs*:
7. Temporary Stage Yes [ ]  No [ ]
8. Temporary Bleachers Yes [ ]  No [ ]
9. Electric needs Yes [ ]  No [ ]  *Describe needs*:
10. Parking needs Yes [ ]  No [ ]  *Describe needs*:
11. Traffic control/police if using streets Yes [ ]  No [ ]
12. Porta Potty Yes [ ]  No [ ]
13. Vehicle use Yes [ ]  No [ ]  *Describe*:
14. Multiple venue Yes [ ]  No [ ]
15. IEMS/Medical staff presence Yes [ ]  No [ ]
16. Policy or Security presence\*\* Yes [ ]  No [ ]  List security personnel (i.e UIPD, State Farm Center):

\*May be required by facility. Groups should consider purchasing if significant risk factors are present.

[Tenants and Users Liability Insurance Policy Information](https://www.treasury.uillinois.edu/risk_management/tulip/)

\*\*UIPD confirmation min. 2 weeks prior to event

**Special Event Risk Factors:**

The following list includes event factors which may require additional approvals or permits and should be evaluated for the potential for security or medical team presence. Coordinators for events with risk factors denoted below should consult the Designated Official for their event venue or the Special Events Advisory Committee.

Attendance estimated at more than 200 Persons

VIP's/controversial programs

Dangerous activities or conditions

Public Safety permits required (parade, street closure, flammable or explosive materials)

Fireworks/pyrotechnic devices

Aerial activities

Sporting events

Motorized events

Cash transactions

Alcoholic beverages

Traffic/parking impacts or use of parking lots

Tents

Outdoor amplified sound

Professional entertainment

Food service

Commercial activities

Benefit or fundraising activities

Complex equipment needs

Temporary bleachers

Animals

Utilities supply

Events involving minors

Certain special events may require a medical team to be in attendance. Coordinators for events with risk factors denoted in bold must consult with the Designated Official for their event venue or the Special Events Advisory Committee for determination.