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.