UNIVERSITY OF CALGARY

Special Events Program Checklist

Every Event must undergo a Risk Assessment prior to the Event, to manage and plan for any potential hazards.

It is the responsibility of the Event Planner to complete the following checklist.

If the Event contains any of the items listed below, the Event Planner must refer to the appropriate section in the Special Events Program and abide by the specific rules and regulations.

4. Health and Safety Requirements:

4.1.1	Food Sales & Service
4.1.2	Events Serving Food (Hot or Cold)
4.1.3	Food Services Rules
4.1.4	Noise
4.1.5	Smoking or Vaping
4.1.6	Smudging
4.1.7	Tipi's
4.1.8	Animals

4.2 First Aid and Medical Assistance

4.3 Safety Hazards and Control

4.3.1.1	Building Access
4.2.1.2	Access and Exit Points
4.2.1.3	Open Flames & Sparklers
4.2.1.4	Fireworks
4.2.1.5	Potential to cause Fire Alarms
4.2.1.6	Hot Works and Dust Program
4.2.1.7	Show and Stage Devices
4.2.1.8	Pallets
4.2.1.9	Compressed Gases and Cylinders

5. Occupancy and Occupant Loads

5.1	Occupancy and Occupant Loads
5.2	Seating and Bleachers
5.3	Indoor Assembly Events
5.4	Outdoor Assembly Events

6. Planning for an Emergency		
	6.1	Security Needs
	6.2	Staffing for an Emergency
7. Event Rules and Procedures		
	7.1	Insurance – University Events
	7.1.2	Insurance – Private Events
	7.1.3	Insurance – Students' Union or Graduate Students'
	7.2	Decorations and Set-Up
	7.2.1	Fire Hazard Prevention
	7.2.2	Slip/Trip Hazard Prevention
	7.2.3	Electrical Hazard Prevention
	7.3	Pipe and Drape
	7.4	Events with Alcohol
	7.5	Barbeques and Propane Equipment
	7.6	Tents and Air-Supported Structures
	7.7	Pop Up and Promotional Events
	7.8	Sustainability
	7.9	Accessibility
	7.10	Theatre Guidelines
	7.11	Weapons, Weapon Props, Costumes on Site
	7.12	Law Enforcement, Fire Department or EMS Attending
	7.13	Minors Attending
	7.14	Media Present
	7.15	Government Official in Attendance
	7.16	Parking/Road Use
	7.17	Vehicles in Buildings
	7.18	Motorized Miniature Vehicles
	7.19	Road Races
	7.20	Outdoor Events
	7.21	Filming and Photography on University Property

Signature of Event Planner————————————————————

Date————————————————————