


EVENT: _____ **DATE OF EVENT** _____ **PLANNING DATE**

STEP ONE List All Event Activities


ACTIVITY



Activities include all aspects of your event

STEP TWO Identify the Risks Associated with each Activity


ASSOCIATED RISKS



Some examples of things to consider:
 External- Weather, criminal acts
 Specific to Organization- Contact sports, weapons, climbing
 Common Risks- Traveling, crowd control, alcohol, and hazing

STEP THREE Use the Matrix to Assess your Activities, without Using any Methods to Manage your Risks

	PROBABILITY			
SERIOUSNESS	A	B	C	D
I	5	5	4	3
II	5	4	3	2
III	4	3	2	1
IV	3	2	1	1




Determine your initial score by finding the intersection with the highest score. The lower the score, the lower your risk.

STEP FOUR Brainstorm Methods to Manage Risks, See if you can Reduce the Probability that Something Will go Wrong

METHOD TO MANAGE

STEP FIVE Return to the Matrix to Re-Assess, using the Methods to Manage Risks



Determine your final score by finding the intersection with the highest score. The lower the score, the lower your risk.

STEP SIX Determine Whether or Not to Conduct Event and/or Modify/Eliminate Activities