



Student Event Planning Guide and Form

March 2011

Student Event Planning Guide

Please read the planning guide carefully before filling out the planning form.

The planning guide is meant to assist the Primary Event Organizer (PEO) in planning and carrying out a successful, enjoyable and safe event.

The questions below are intended to encourage the PEO to consider the broad range of issues that can be associated with an event and to support the PEO in the development of strategies to address these issues.

The guide is designed to assist student groups as they plan events for students both on and off campus. If legal advice or other expert assistance is required, the services of a solicitor or other competent professional should be sought.

Any incident that involves injury to a person or damage must be reported to the Director of Plant, Property and Maintenance and/or the Director of Student Success Services **within 24 hours of occurrence.**

First Nations University of Canada does not accept any liability or responsibility for how any of the information in the guide may be interpreted or acted upon by a person, club, society, association, or agency.

Physical Activity:

Does event involve moderate or high level activity?

Do you have a first-aid kit available?

Will appropriate medical services be available at the event?

Will there be volunteers with CPR or First Aid training available at this event?

Do all participants have health cards and identification?

Is there a plan for transporting the injured to the hospital?

Does the activity require rented equipment? Has training been provided for use of equipment?

Will appropriately trained supervisors be assigned to the event (i.e. personnel who have experience with this activity)?

Will crowd control measures be in place?

Will a waiver/informed consent form be used?

Transportation:

- Is your group arranging group transportation?
- Will you rent cars/vans?
- Will you rent a bus?
- Will you travel out of province/country?
- Have attendees with special needs been considered and accommodated?
- Are departure and arrival dates/times known by all attendees?
- Has a contingency plan been developed and distributed should an attendee miss their ride?
- Has alcohol use been banned on the bus?
- Will intoxicated individuals be restricted from boarding the transportation?
- Have attendees been instructed to have health cards, passports and other documentation as required?
- If renting a vehicle, is proper insurance in place?
- Will a waiver/informed consent form be used?

Community Relations:

- Will there be amplified speeches or music?
- Is the venue subject to a noise by-law?
- Is this event being held in a residential neighborhood?
- Have you designated a cleanup crew?
- For events on campus, have residence staff been informed?
- Will you be communicating with the residents of the neighborhood prior to the event taking place?
- Will the venue effectively contain the event and minimize the risk of attendees spilling over into the neighborhood?
- Will you have on-site crowd control?

Student Event Planning Form

Please refer to the Student Event Planning Guide before filling out this form. The form must be submitted to Director of Plant Property and Maintenance, Lorne Wolfe, at least 10 days prior to the event. The event can be submitted by mail or electronically to:

Lorne Wolfe
1 First Nations Way
Regina, SK S4S 7K2
lwolfe@fnuniv.ca

Part 1: Sponsoring Organization Information

Sponsoring Organization:
(Association/Club/Society) _____

Primary Event Organizer: _____

Position in Club or Society: _____

Telephone/Cell#: _____

Email: _____

Part 2: Event Information

Event Name: _____

Event Date(s): _____

Event Type: Conference/Seminar Fundraiser Concert
 Social Activity Sports/Competition Other

Event Description: _____

Number of Participants Expected: _____

Event Location/Address: _____

Contact Information: _____
(during event)

Who will be available during event? _____

Telephone/Cell: _____

Email: _____

Part 3: Physical Activity:

Please describe the physical activity involved

Part 4: Travel

Is travel involved? Yes No (if no skip to Part 5)

Are you arranging transportation? Yes No

What type of transportation will be used?

Personal Vehicle(s) University Vehicle(s) Rental Car(s)

Chartered Bus Commercial Aircraft Other

Potential travel related risks (list):

Part 5: Community Relations:

Is the event being held off campus? Yes No (if no skip to Part 6)

Will there be amplified speeches or music? Yes No

Is the event in (or near) a residential neighborhood? Yes No

Potential community related risks (list):

Part 6: Food

Is food being served at this event? Yes No

Who is food service provided by? _____

List Caterer: _____

If the event is being held on campus you are required to follow the University's policies regarding university catering; the caterer chosen must produce liability insurance and include First Nations University of Canada as an additional insured on the caterer's policy and produced prior to the event to the Director of Plant Property and Maintenance.

Part 7: Other:

Are there other potential risks associated with this event? Please list: