

Risk Management Event Checklist:

Complete the General Information section.

- For Contact Name, person must be attending the Event and will be “dry” (must not consume any alcoholic beverages) if alcohol is present at the Event.

Contact’s Name and Signature

- Event Type, please see SHSU Risk Management Guidelines.

Co-Sponsor Information

- If any other Student Organization (Fraternity/Sorority) is Co-Sponsoring the Event, they must complete this section.

Number of People Attending the Event, i.e. Guest List

- An ACCURATE Guest List must be turned into the Dean of Students' Office with the Risk Management Form TWO weeks prior to the Event. Is the Event a Closed Event? (See SHSU Risk Management Guidelines, Event Level 2.)
 - If any changes are made to the Guest List, it must be re-submitted 24 hours prior to the Event (the day before).

Chapter President’s Name and Signature

When the Chapter representative goes to the Event location/Facility Name to write up or sign the Event contract, that representative should take the Risk Management Form with him to have the owner/manager sign it then so that the chapter will have it completed.

Owner/Manager’s Name, Signature and Date

It is also suggested that the Chapter hosting the Event, should request their Security Guards at least ONE month prior to the Event.

- To obtain UPD Security (936) 294-1800
- To obtain Huntsville PD (936) 291-5480
- To obtain Walker County Sheriff’s Office (936) 435-2400

If the Event is a Level 2 Event (according to the SHSU Risk Management Guidelines), a copy of the Guest List must be checked at the door of the Event by a member of the organization and IDs will be checked by the Security Officers present. Upon conformation that the Guest is on the Guest List, the Guest must read and acknowledge the disclosure statement (to be attached at the top of each page of the Guest List) by signing their signature next to their name. If a Guest’s name is not on the Guest List, they may **NOT** enter the Event.

Security Officer's Name, Department, and Signature

Security Officer's Name, Department, and Signature

This list will then be turned into the Dean of Students' Office the following business day where it will then be signed and dated as being received.

Official’s Name, Signature, and Date