Risk Management Considerations for Events

- Will the event setting be something other than a traditional general meeting/dinner/media activity?
- Will the owner of the event facility location require a certificate of insurance?
- Will children under the age of 18 be involved?
- Will higher risk activities be involved such as inflatable bounce houses, children games, or participation activities for adults?
- Will food and/or alcohol be served?
- Will property of others be used in the event?
- Will outside vendors be used to provide a service for the event?

If outside vendors will be used (for food, alcohol, transportation, bounce house, etc.), it is important to secure a copy of their certificate of insurance to be certain adequate insurance coverage is available for protection of event attendees. Your risk/insurance liaison can assist you in the evaluation of insurance coverage.

As is always the case for general event activities, it is unlikely a full risk assessment is needed. These activities are held every day throughout the System and a common sense approach to the management of events is typically adequate. Further risk assessment reviews may be appropriate for activities outside the standard norm or that may consist of higher risk activities. In such a case, a risk assessment by your risk insurance liaison may be appropriate. Contact information for your respective risk/insurance liaison can be found at http://www.tamus.edu/offices/risk/riskmanage/guide/contacts/.