



Assessing Risk When Planning an Event

Formals, banquets, ICR events, socials and other large-scale events require several months of planning to be successful. Successful events are both fun and safe. Once your Chapter has decided to host an event that aligns with Phi Sigma Pi's identity and mission as a National Honor Fraternity, you will want to consider what risks may be associated with the event you are planning.

The following questions should be asked to ensure that your event is in accordance with the National Risk Management Policy (NRMP):

- 1 What PHYSICAL risks exist?**
Your Chapter should avoid hosting any athletic event in which bodily injury is likely, including dodgeball, flag football and obstacle courses. Be sure that liability waivers for every participant, including emergency contact information, are kept on hand at the event.
- 2 What REPUTATIONAL risks exist?**
It's important to consider how an event or activity might be perceived by those outside of your Chapter. Consider whether or not a parent, your institution's President or a National Staff or Council Member would be welcomed to attend or participate in this event.
- 3 What EMOTIONAL risks exist?**
When talking about emotional risk, conversations often focus on Initiates or newly Inducted Members. You should also consider the impact of an event on feelings of Brotherhood within the Chapter and whether or not all Members would feel accepted and included.
- 4 What FINANCIAL risks exist?**
Contracts are a major consideration when Chapter money is involved. All contracts should be reviewed by the individual signing the contract. It is possible that your school's legal office or Faculty Advisor may be willing to review it as well to provide feedback.
- 5 What is the FACILITIES risk?**
Regardless of the type of event, make sure that the facilities are adequate for the number of attendees. The facility should be a safe environment for the planned activities to prevent injuries and ensure the events success.