

## UAP 2230: Major Events

### Appendix A - Event Risk Grid

#### EVENT WORKSHEET

#### I. UNMPD SECURITY ASSESSMENT

A UNMPD Security Assessment is required for **ALL dances** and **concerts**.

In addition, a UNMPD Security Assessment is required IF the following type of event meets any of the checked criteria:

Type of Event	Promoted via Social Media?	Cash Involved at Entry?	Metal Detector Requested?	Will Alcohol be Served?	Celebrity or Public Figure involved?
Lecture / Speech	X	X	X		X
Conference				X	X
Ceremony <sup>1</sup>				X	X
Social Gathering <sup>2</sup>	X	X	X	X	X

#### II. INSURANCE

If the planned event is a Major Event or involves any of the following, the Event Sponsor should contact UNM Risk Services to determine whether and to what extent insurance will be required for the event. Proof of adequate insurance by the Performer, Speaker, or Vendor may serve as a substitute for an event insurance policy.

Event involves:	Insurance			
Outside party performing	X			
Minors	X			
Transportation needed	X			
External Food vendor	X			
Bounce house or other physical activities	X			
DJ or Band	X			
Celebrity or Public Figure	X			

#### Checklist for Events Involving Minors:

- Accidental injury report form?
- Authorization for Consent to Treatment of Minors form?
- Emergency contact information?
- Waiver forms from parents/guardians?

<sup>1</sup> Examples: Graduation ceremonies, initiation ceremonies, memorial services.

<sup>2</sup> Social events may or may not involve amplified sound. Examples: talent show, banquets, karaoke, movies. Only graduate social events, or events with family invited, may have a bar. No undergraduate social events are permitted to have a bar.