



EVENT RISK ASSESSMENT FORM TEXAS A&M UNIVERSITY-COMMERCE

ORGANIZATION		EVENT NAME	
EVENT CONTACT NAME	EVENT CONTACT PHONE	EVENT CONTACT E-MAIL	
PAYER	PAYER PHONE	PAYER E-MAIL	
EVENT LOCATION/DATE		EVENT RAIN LOCATION	
TIME DOORS OPEN	EVENT START TIME	EVENT END TIME	(DO NOT INCLUDE SET-UP/ CLEAN-UP TIME)
EVENT TYPE		PARTY, PROBATE, BANQUET, CONCERT ETC.	
DESCRIPTION OF EVENT			
NUMBER OF ATTENDEES EXPECTED		AUDIENCE TYPE (CAMPUS/ PUBLIC)	
ALCOHOL AVAILABLE (YES/NO)	MONEY PRESENT (YES/NO)	FOOD PRESENT (YES/NO)	FOOD SOURCE
SPECIAL GUESTS OR DIGNITARIES (LIST WHO)			
ASSISTED LISTENING DEVICES REQUIRED (YES/NO)		ANIMALS PRESENT (YES/NO) REQUIRES PAPERWORK	
NUMBER OF STAFF PRESENT (TAMUC PAID)		NUMBER OF STAFF PRESENT (STUDENTS/OTHER)	
LIST ANY AFTER HOURS NEEDS			
<p><i>Notice</i></p> <p><i>1 Pursuant to System Policy 07.01 Ethics faculty and staff will promote integrity-rich behavior, ethical conduct beyond reproach and a commitment to compliance and shall refrain from sponsoring unauthorized events. Examples of activities, behaviors, and acts not allowed include, but are not limited to: promotion or authorization of non-sponsored events or activities; actions that would create the appearance that they are violating the law, system policies and regulations or member rules and procedures; unauthorized commitments or promises of any kind purporting to bind the system or university; and allowing unauthorized or unregistered people from attending approved events. 2 Approved events that exceed or are anticipated to exceed 500 attendees will be required to have an available guest list for all attendees that are not current faculty, staff, or students of Texas A&M University - Commerce. This excludes Official University events managed and controlled solely by university personnel.</i></p>			
EVENT APPROVAL PARTIES			
PAYER SIGNATURE		IDT NUMBER	
EVENT PLANNER SIGNATURE			
SPONSOR/CAMPUS ADVISOR SIGNATURE			