

# The Ultimate Event Risk Planning Checklist

BEFORE THE EVENT

## CONFIRM EVENT DETAILS

Date:

Number of Guests:

Time:

Contact:

Location:

- If this event has been held before, review past event information to determine if there is any history that you should consider in assessing the risks the upcoming event presents.
- Confirm the risk assessment criteria you will use for the event. *Consequence Matrix, 5x5 Matrix, etc.*
- Establish the event objective.

## VIABILITY ASSESSMENT

- Produce a Profit and Loss Analysis to assess the potential costs and determine what revenue you require to ensure the event is profitable.
- Conduct risk screening to determine whether the event is suitable considering potential safety, security, legal, commercial and operational risks.  
*This should determine whether the event is low, medium or high risk, and whether it is acceptable/unacceptable or more information is required.*
- Determine if you have the necessary resources to ensure a successful delivery.  
*Staff | Equipment | Venue Capacity | Seating | Furniture Amenities (Toilets, Access Points, Parking etc.) | Catering | Other*
- Determine if you have the necessary resources to ensure a successful delivery.  
*Is the venue fit-for-purpose?  
Do you currently offer the services the client requires?*

## RISK ASSESSMENT AND TREATMENT

- Risk Identification**  
Identify all the foreseeable risks that are possible at the event.  
*Occupational Health and Safety | Public safety | Life safety | Security | Emergency | Disruption | Legal | Environmental | Financial | Reputational risks | Other*
- Risk Evaluation**  
Prioritize each risk based on their corresponding risk value against an evaluation criteria.
- Risk assessments approved by a member of senior management prior to the event.
- Risk Analysis**  
Use your chosen criteria to analyze the following:  
*Consequence | Likelihood*
- Risk Treatment**  
Confirm the following details for all the risks you have identified:  
*What is the control | Who is responsible:  
When should it be completed | What is its status:*

## AT THE EVENT

### EVENT OPERATIONS

- Conduct readiness inspections to ensure all event venues are ready for the event and maintain a record of what was inspected, by whom and when.
- Produce event run sheets and other necessary documentation to provide to relevant staff and stakeholders.
- Conduct staff training and pre-event briefing meeting with all relevant staff and stakeholders.

### RISK RECORDING AND REPORTING

Person responsible:

- Record all incidents/risks.
- Document the status as they implement the control measures.
- Provide real-time progress reports to senior management.

## AFTER THE EVENT

### RISK MONITORING AND REVIEW

- Identify new risks.
- Review the impact of incidents that occur to consider whether a better solution could have been implemented to reduce the impact of a similar incident in future and continuously improve your approach to event risk management.
- Update risk assessment with learnings from the post-event debrief.

### COMMUNICATION AND CONSULTATION

- Conduct post-event operational review meeting including risk controllers, senior management, suppliers and staff to determine if event went to plan.
- Produce post-event report for all relevant staff and stakeholders, including key details such as: total revenue, profit and loss analysis, risk status report, client and customer feedback.

## Want to learn more about event risk management?

Contact us today to discover how our leading software solutions can help you better plan for the prevention of risk incidents at events by making risk assessment simple.

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