



Fundraising Events

Fundraising events could entail a variety of scenarios from concerts, fairs, to petting zoos and more. What could go wrong when organizing and putting on a fundraising event? Inadequate planning for special events or fundraisers can lead to injuries illness, or even death. Preplanning for fundraising or special events can help your organization create an enjoyable experience leaving participants with the desire to return for more.

The following checklist template provides a high level oversight to assist with your activity structure. Your organization is responsible for the development of your own written program guidelines and policies for the oversight of your activities. Through consistent management and preventative programs, exposures can be reduced to help ensure a safe recreational experience.

What Type of Event Will Be Performed?

- Group dinner with entertainment or speakers, large entertainment – concert or show, golf or card tournament, ice show, polar bear plunge, swimming, walk/run/bike/swim-a-thon, auctions, picnic, other?
- Regular or well-known activity, any experience with similar event, new event.
- Will licensing or permits be required for food, liquor, and/or size of crowd anticipated?
- Required fire inspection by authority having jurisdiction?
- Will a permit need to be obtained from the city or local governing body?
- Any lessons learned from past events?

Where Will it Be Held and When?

- Indoor or outdoor, your property or the property of others?
- What are the anticipated temperatures and relative humidity?
 - Are provisions in place to help prevent frost bite, heat stroke, exhaustion, or illness?
 - Water, misters, first aid stations, other.
- How will time of day and/or lighting controls affect event?
- Rural setting or urban area?
- Proximity to emergency health services, typical response time.

Who Will Be There?

- What are the needs of program participants, families, fans; for example, controlled access to food, interpreters, special provisions for mobility, accommodations?
- VIPs, celebrities, government officials, public safety, pets or animals?
- Volunteers and support staff (ex. life guards).

What Risk Financing Controls Are in Place?

- What contractual risk transfers have been obtained via insurance and/or other contracts with independent contractors, subcontractors, vendors, and/or others?

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Is a system for tracking and confirmation of certificates of insurance with adequate limits of coverage and additional insured status in place?

Have hold harmless, indemnification, and other agreements been reviewed by legal counsel?

How Will Liquor Liability Exposures Be Addressed?

Will liquor be allowed on site or served?

Has TIPS or similar training that supports the responsible service, sale, and consumption of alcohol been provided, if alcohol will be provided?

How Will Training, Communications, and Public Health and Safety Be Managed?

Is there a plan for fire, tornado, severe or inclement weather, hostile event, earthquake, or another concern(s)?

Will weather monitoring be in place? By who? How?

What communication systems will be in place?

- Two-way radios, opt in text messaging, message boards, public announcement (PA systems), bull horn, air horns, bells, specialized lighting, cell phone, other.

What kind of messaging is in place to help address education and training for various groups before/during/after event? Media, maps, signs, ads, etc.

- Education and training for staff, volunteers, entertainers, contractors, etc.

Have redundancies in emergency communications been included in plans?

First aid, engineering/facilities support (electricity, lighting, water), sanitation, etc.

Will any of the following be used or in place?

Event greeters and/or uniformed security (armed/unarmed)

Plain clothes security or law enforcement officers.

Perimeter controls (chain or retractable rope stanchions, security gates, fencing, metal bike rack barricades, plastic or concrete barricades near traffic, etc.).

Emergency operations or command center.

Traffic controls

What vehicular and pedestrian traffic flow patterns can be anticipated?

Will direct or indirect controls be used?

Will anyone need to direct traffic?

Will flaggers and/or flagger training be required?

Any other areas of concern?

Have Event-Specific Exposures and Controls Been Addressed?

Size of venue in relation to size of group anticipated

Crowd control management, including training for designated staff or volunteers

Have Event-Specific Exposures and Controls Been Addressed? (Continued)

- Layout of venue
 - Have access, exit, and potential crush points been identified and addressed?
 - Have acceptable and/or separate provisions been provided for entertainment?
- Have safety considerations associated with stages, tents and canopies, platforms, bleachers, and/or other structures (ex. for signage) been addressed?
- Will food be provided or served?
 - Have access, exit, and potential crush points been identified and addressed?
 - Have acceptable and/or separate provisions been provided for entertainment?
- Have safety considerations associated with stages, tents and canopies, platforms, bleachers, and/or other structures (ex. for signage) been addressed?
- Will food be provided or served?
 - Is a special permit required?
 - Will properly licensing, inspections, be in place for supplier, for example, contractor operating out of a food truck, etc.?
- Will guests be allowed to bring in coolers, blankets, fireworks, alcohol, lawn chairs, etc.?
- Is an emergency plan in place that includes posting emergency evacuation routes in highly visible or public areas? Does it include:
 - Placement and use of fire extinguishers.
 - Location of water, misting, and/or first aid.
 - Path of travel to exit ways and exits.
 - Event specific emergency plan training provided to EMS, Security, ushers, volunteers, staff, etc.
- Have housekeeping, water, electricity, lighting, and sanitation been addressed?
 - Restrooms (flush, portable restroom, pit toilets, etc.), adequate number
 - Provisions for potable water (testing if needed)
 - Trash collection – barrels and dumpsters (adequate number for crowd anticipated)
 - Will the use of portable generators be implanted? Will there be related electrical inspection?
 - Will additional lighting be needed? During what periods of time?
- Parking and rides or transportation between parking and event area.
- Maps and/or electronic message boards, signs, sound systems.
- Health and Safety planning includes time taken for venue set-up and take-down.
- Other

References and Resources:

[National Weather Service Support for Special Events](#)

[Food Code - U.S. Public Health Service](#)

[TiPS Alcohol Server and Seller Training](#)

[A Planning Guide for Making Temporary Events Accessible to People with Disabilities](#)

[Crowd Sourcing: Special Event Response](#)

[Managing Large-Scale Security Events](#)

[Using the Heat Index: A Guide for Employers](#)

[NRMCM Managing Special Event Risks](#)

Providing solutions
to help our members
manage risk.®

For your risk management
and safety needs, contact
Nationwide Loss Control
Services: 1-866-808-2101
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