GENERAL QUESTIONS

- DOES THE EVENT/ACTIVITY INVOLVE ANY POTENTIAL KNOWN ILLEGAL ACTS?
- DOES THE EVENT/ACTIVITY INVOLVE KNOWN ILLEGAL SUBSTANCES OF ANY KIND (drugs, chemicals, toxins, etc.)?
- DOES THE EVENT/ACTIVITY INVOLVE ANY KNOWN POTENTIAL VIOLATIONS OF UNIVERSITY POLICIES OR REGULATIONS?
- WILL THE EVENT/ACTIVITY TAKE PLACE ON-CAMPUS OR OFF-CAMPUS?
- WILL THE EVENT/ACTIVITY INVOLVE NON-STUDENTS?
  - Who are the generally anticipated attendees/participants?
- IF YOUR FUNCTION/ACTIVITY WILL INCLUDE THE USE OF MSU SYMBOLS, HAVE YOU RECEIVED PERMISSION FROM PUBLIC INFORMATION, ATHLETICS?
- HAVE APPROPRIATE POSTING AND ADVERTISING GUIDELINES BEEN FOLLOWED FOR PROMOTING THE EVENT/ACTIVITY?
- DOES THE EVENT/ACTIVITY AS CURRENTLY PLANNED PRESENT A RISK OF DAMAGE TO PROPERTY?
- DOES THE EVENT/ACTIVITY AS CURRENTLY PLANNED PRESENT MORE THAN AN EVERYDAY RISK OF PHYSICAL INJURY TO PARTICIPANTS?
- DOES THE EVENT/ACTIVITY INCLUDE ANY INHERENTLY DANGEROUS ACTIVITY (e.g. skydiving, mountain climbing, base jumping, etc.)?
- IS THE EVENT/ACTIVITY INSURED?
  - By general liability? By specific rider or one-time function coverage? By a third-party?
  - Are any of the activities the function contemplates specifically excluded from coverage by the terms of the policy?
  - Are the insured coverages the right type for the activity/function?
  - Are the insured coverages adequate to the nature of the risks involved?
- IS THE EVENT/ACTIVITY CO-SPONSORED? By whom?
- DO LOCAL, STATE OR NATIONAL ORGANIZATIONS IMPOSE SEPARATE RISK MANAGEMENT PARAMETERS ON THE EVENT/ACTIVITY?
- IS AN EMERGENCY PLAN IN PLACE FOR THE ACTIVITY/EVENT?
- WHO IS THE EMERGENCY CONTACT FOR THE EVENT?
- WILL AN ORGANIZATIONAL ADVISOR BE PRESENT AT THE ACTIVITY/EVENT?
- DOES THE EVENT/ACTIVITY REQUIRE THE SIGNING OF A CONTRACT OR AGREEMENT BY THE ORGANIZATION?
- DOES THE EVENT/ACTIVITY INVOLVE COMPETITIVE ACTIVITIES?
- DOES THE EVENT/ACTIVITY INVOLVE PROBLEM-SOLVING, OBSTACLE COURSES, TEAM BUILDING, OR OTHER PHYSICAL CHALLENGE-BASED ACTIVITIES?
- WILL YOU BE PROUD OF THE PICTURES AND DESCRIPTION OF THE EVENT/ACTIVITY WHEN YOU SEE THEM ON FACEBOOK, MYSPACE, ETC., THE NEXT DAY? Will these pictures or descriptions reflect well on your organization and on MSU?
- HAVE ALL APPLICABLE WAIVER FORMS, INDEMNIFICATIONS, PERMISSIONS OR OTHER NECESSARY FORMS OR PAPERWORK RELATED TO THE EVENT/ACTIVITY BEEN COMPLETED AND RETURNED AS REQUIRED?

ALCOHOL QUESTIONS

- DOES THE EVENT/ACTIVITY INVOLVE THE PRESENCE OR SERVICE OF ALCOHOL?
  - Will service and admittance be controlled according to university policy?
  - How will alcohol be obtained?
    - Have you assured that no alcohol will be purchased with university or student organizations funds?
    - Have you considered the social host liability potential of purchasing alcohol for your guests?
    - How will alcohol be distributed? 3rd Party Vendor? BYO? Keg or bulk container? Other?
  - If any member of your organization will be serving alcohol, has that person been TABC or TIPS certified for that purpose?
  - How many sober party monitors will be on-duty?
  - Have you arranged adequate security for your function/activity?
  - How many guests are expected?
    - Who will control attendance if this number is exceeded?
• How will control over unauthorized guests be handled?
• How will control over out-of-control and/or drunk guests be handled?
• How will access to the function by already-drunk guests be prohibited?
• How will safe transport for inebriated guests be arranged?
• Will a guest list be utilized?
• Will any admission fee be charged by the organization?
• Will the organization profit financially in any way from the function?
• Is the risk of driving-under-the-influence being addressed? How?
• Will underage guests be permitted?
  • If so, how do you plan to prohibit their access to alcohol?
  • Will non-alcoholic, non-carbonated alternative beverages be provided?
  • Will sufficient quantities of food be provided?
    o At guest expense?
    o Free-of-charge?

HAZING QUESTIONS
• DOES THE EVENT/ACTIVITY INVOLVE RECRUITMENT, INITIATION OR INDUCTING FOR THE ORGANIZATION?
• DOES THE EVENT/ACTIVITY POSE A RISK OF EMBARRASSMENT, HUMILIATION, COERCION OR EMOTIONAL ABUSE TO PARTICIPANTS?

SEXUAL ABUSE/HARASSMENT QUESTIONS
• DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF SEXUAL ASSAULT TO ANY PARTICIPANTS?
• DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF PHYSICAL ASSAULT TO ANY PARTICIPANTS?
• DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF TARGETING, DEMEANING, DISCRIMINATING OR INSTIGATING ANY PERSON OR GROUP ON THE BASIS OF RACE, GENDER, RELIGION OR ANY OTHER CLASS OF PERSONS PROTECTED UNDER UNIVERSITY POLICY?

TRAVEL QUESTIONS
• DOES THE EVENT/ACTIVITY INVOLVE TRANSPORT BY MOTOR VEHICLE?
  o Will the transport by provided by a common carrier (such as a charter bus)?
    • Can the organization/MSU be named as an additional insured on any insurance policies covering the carrier?
    • What are the carrier’s insurance coverages?
  o Will the transport by provided by university vehicle?
    • Will drivers be supplied by the university?
    • Will drivers be supplied by the organization?
    • Have their driving records been checked?
  o Are members of the organization driving their own vehicles?
    • Have their driving records been checked?
    • Do drivers possess a valid license?
    • Are they adequately insured?
    • Will rental cars be used in the activity/function? Will all terms of the rental agreement be satisfied?
• WILL THE EVENT/ACTIVITY INVOLVE AIR, TRAIN OR BOAT TRANSPORT?

PARTY QUESTIONS
• DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF INCITEMENT TO IMMINENT LAWLESS ACTION BY PARTICIPANTS (RIOTING, VANDALISM, BRAWLING, ETC)?
• WILL THE ORGANIZATION BE RENTING, LEASING OR OTHERWISE PROCURING A LOCALE FOR PURPOSES OF HOSTING THE EVENT/ACTIVITY?
  o Has the organization assured that no financial compensation will derive from co-sponsorships of functions/activities?