

## NON-STUDENT SPECIAL EVENT PLANNING

**Thank you for contacting the Risk Management Department regarding an event you are planning.** We are happy to assist you with planning a successful event. Please review the helpful information provided below as a summary of the special event approval process. We need 15 business days to process each event. Refer to the Special Event Policy by clicking the link below.

[Special Event Policy](#)

### Step 1: Submit the Department of Risk Management's Special Events Request Form

1. Complete Risk Management's [Special Events Request Form](#)
2. Fax the form to the Risk Management Department at 710-6256.
3. Risk Management will review your plans for your event and be in e-mail contact with the names listed on the Special Events Request Form. (Some events require a presentation to the Special Event Committee and some do not require a presentation.)
4. Risk Management will share your request form with the Office of General Counsel if participants in the event need to sign any release waiver forms prior to participating. If this is the case, OGC will email the forms to the planners with specific guidelines to follow. Carefully, read all e-mails.

### Step 3: Special Event Committee Approval

If you are requested to present your event before the committee:

1. Arrive promptly at the designated location at the assigned time.
2. Be prepared to provide a brief (5 minutes) but detailed description of your event.
3. Be prepared to discuss any contracts and vendors involved in the event.

Planners are not allowed to sign any contracts. OGC approves contracts prior to the event. Know the names of your vendors. Have them provide you with a Certificate of Insurance.

- Note:** It is imperative for event planners to identify vendors and provide Baylor's insurance requirements to them as early as possible. Refer questions regarding Baylor's insurance requirements to the Director of Insurance and Contract Services at 710-8985. Be aware that contract execution inclusive of evidencing insurance coverage that meets Baylor's Third Party Contract Insurance Guidelines can take a considerable amount of time to complete.
4. If handouts are prepared for the presentation for committee members to view, fifteen (15) copies will be needed.
  5. Once your presentation is concluded: (1) your event will be approved, (2) you will be given "conditional approval", or (3) "additional information" will be requested.
  6. You will be required to notify Risk Management if there are any changes to the planned event after it has been initially approved.

**NON-COMPLIANCE WITH THIS PROCESS MAY CAUSE YOUR EVENT TO BE CANCELLED OR RESCHEDULED**