

# BAYLOR STUDENTS PLANNING SPECIAL EVENTS

**Baylor's Risk Management Department is happy to assist you regarding an event you are planning.** 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](#)

Follow these steps as you plan your event.

## Step 1: Department of Student Activities Approval

1. Complete the Student Activities Form, "Organization Event Application." (15 days prior to event)
2. Receive approval from Student Activities for your event. You should receive an email from them after all requirements are followed.
3. Immediately, follow additional requirements given to you by Student Activities.
4. If Student Activities feels this event needs involvement with the Department of Risk Management, then Risk Management will be notified (by Student Activities) of your event and Risk Management will be expecting a contact from you soon.

## Step 2: Risk Management

1. Complete the [Special Events Request Form](#)
2. Hand deliver this form or 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 planners. Include all names of planners on the Special Events Request Form that need to receive Risk Management's messages.
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. If you have any questions, call 710-8990 prior to the event.

## Step 3: Special Event Committee Approval

Some events are required to be presented before the Special Events Committee.

If you are requested to present your event before the committee, follow these guidelines:

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. Invite your fellow planners that have been assigned to work in those areas of the event.
4. If handouts are prepared for the presentation for committee members to view, fifteen (15) copies will be needed.
5. If you receive additional guidelines from the committee, they must be adhered to prior to the event.

## Step 4: Receive E-mail from Risk Management Recapping Guidelines

## Step 5: Return Signed Participant Forms to Risk Management IF Required

IF the Office of General Counsel emails planners a copy of release forms to be signed by all participants, then those signed copies are due to Risk Management no later than the first business day after the event by 5:00 PM.

If you have any questions, call 710-8990.