

Special Event Information Sheet

Name the document: yyyy.mo.day-venue-name of event

(e.g., 2025.08.17-TRAC-Goat Yoga with Chancellor)

To be filled out by the Venue Manager/UIS Event Liaison with information from the Event Organizer

Event Details	Details
Name of Event	
Date of Event	
Start Time	
End Time	
Number of Attendees	
Limited to UIS (Student/Faculty Staff – please specify)	
Client Type (RSO, Department, External, Co-Sponsored)	
How is the Event Advertised	
Venue/Room	
Type of Event	
Name of Entertainment/Performers/ External Entities / Vendors / Dignitaries	
Detailed Description of the Event, including any known factors which would reasonably increase risk	
Protection of Minors Process/ANCRA Training Required (Yes/No)	
Facility Use Agreement Required (Yes/No)	
Risk Matrix Score	

Instructions:

1. Venue Manager/UIS Event Liaison will check availability and UIS calendar.
2. If date is not available; notify individual/group reserving that the date is not available and look at alternative dates.
3. If date is available, Venue Manager/UIS Event Liaison will review other administrative reasons the event may not be able to move forward. Indicate the reason(s) and notify the organizer:
 - a. The applicant has not completed the appropriate reservation process for the desired location.

- b. The request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location. Discuss alternative future dates.
 - c. The applicant has a past due balance for non- payment or for failure to pay for past damage that is more than 90 days overdue from the date of invoice.
 - d. The applicant is not in good status for scheduling events with the university and has been provided previous notice of this revoked status.
 - e. The request to use UIS facilities or grounds conflicts with a preexisting reservation, other events on campus, or lack of staff availability.
4. If date is available; Venue Manager/UIS Event Liaison determines if the event needs to be reviewed by the UIS Event Risk Assessment Review Committee by utilizing the risk matrix or if they have any information that leads them to believe a review is necessary.
- a. If no review is needed, the Venue Manager will send the client a Facilities Use Agreement, if required, to confirm the reservation. At any time that information presented to the Venue Manager changes or other information becomes available, the Event can be sent to the UIS Event Risk Assessment Review Committee for risk review.
 - b. If review is needed, Venue Manager/UIS Event Liaison will forward this form and the event reservation form to the UIS Event Risk Assessment Committee Chair for scheduling of a Risk Assessment.

| Additional information/details (be specific) and note if requesting rolling approval:

UIS Risk Assessment Review

To be completed by UIS Risk Assessment Review Committee

Date of event review: _____

<i>UIS Risk Assessment Review Committee</i>	<i>Name of Committee Members Present</i>
UIS Police Department	
Risk Management	
Venue Manager	
UIS Event Liaison	
VC designee	
Legal Counsel	
Student Life Administrator if RSO Event	
Additional Departments as needed	

Event Risk Factors to Consider

<i>Factors</i>	<i>Factual Details/Information</i>
Sponsor/RSO/Performer/Invited Speaker Prior History (e.g. Violence/Fights)	
Potential Disruption Based on Similar Events	
General Health and Safety Concerns	
Inclement Weather	
Accessibility Concerns	
Alcohol Related Issues Prior to Event or During Event	
Cash at Event	
Event History	
General Admission vs Tickets vs Tracked Attendance	
Media Presence	
Dignitary Presence	
Minors Attending	
Non-Service Animals at Event	
Pyrotechnics Including Fog Machines	
Seating: Standing vs Seated	
Traffic & Parking	
Crowd Density	
Other Risks (please provide detail)	

UIS Risk Assessment Review Committee’s Decision

Approved Need More Information Declined Rolling Approval through

Date _____ Initials _____

If the committee declines event, please check the appropriate reason for denying the reservation request:

- The request to reserve space contains misrepresentation or false information.
- The use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed as prohibited in university policies.
- The applicant has previously committed significant or repeated violation of university policies or rules governing the scheduling and use of UIS facilities and grounds.
- The use of activity would present an unreasonable health or safety risk.
- The applicant does not have the appropriate level of insurance, the type of insurance required to host the event, or cannot provide for loss prevention measures requested.
- The institution does not have the staffing capacity for the date and time requested. If this occurs, a Venue Manager will work to find alternative dates.

Risk Assessment Review Committee to complete this section if event is approved.

<i>Additional Event Requirements</i>	<i>Yes/No</i>	<i>Specific Requirements</i>
Crowd Control Measures		
Demonstration Safety Team		
Metal Detectors/Wands		
Pre-Event Registration		
Bag and Equipment Checks		
Pre-Event Review of Emergency Response Plan		
Insurance & Risk/Loss Mitigation		

Measures Required		
Other (please note)		
<i>Necessary Staffing</i>		<i>Number</i>
UIS Police		
EMTs/ Medical Presence		
Registered Student Organization Advisor(s)		
Venue Staffing		