

RISK ASSESSMENT RUBRIC

For each of the following categories, select the risk level that best applies to your event. You are assessing the risk of the overall event, not just the terms of a specific contract.

COST OF CONTRACT:

Total amount of money the organization agrees to pay by signing this contract (includes transportation, lodging, etc)

Less than \$5,000	+1 point
\$5,000 - \$10,000	+2 points
\$10,000 - \$25,000	+3 points
More than \$25,000	+4 points
COST OF CONTRACT POINTS TOTAL:	

ATTENDANCE:

Total number of expected attendees at the event

Less than 100	+1 point
100-500	+2 points
500-1,200	+3 points
More than 1,200	+4 points
ATTENDANCE POINTS TOTAL:	

VENUE:

Completely ON Campus Event	+0 points
Local Denver off Campus venue that regularly hosts student events; or late night on-campus event	+1 point
Greater Denver area venue, Denver venue that does not regularly host student events, and/or venues that present high risk factors such as alcohol	+2 points
Off campus venue outside Denver, rarely hosts student events, present high risk factors such as alcohol, or overnight event	+4 points
VENUE POINTS TOTAL:	

ALCOHOL:

None present at the event	+0 points
Small on campus events with licensed bartenders and trained sober officers	+2 points
Large on campus events with licensed bartenders and Campus Safety, or Contracted Event Security presence, or off campus events with alcohol (with licensed bartender).	+6 points
Off campus events with any element of BYOB (with trained sober officers)	+8 points
ALCOHOL POINTS TOTAL:	

PERFORMANCE ELEMENTS:

Presenter/contract does not include any higher risk performance elements	+0 points
Contract calls for unique set up and specific equipment rentals (detailed tech rider, generator rental, outdoor stage etc)	+2 points
Contract calls for complex set up, specific equipment rentals, and/or elements beyond a basic stage performance (advanced tech rider, confetti cannons, performers throwing give-aways into audience, etc)	+4 points
Contract calls for a complex set up, specific equipment rentals, and/or high risk elements beyond standard stage performance (pyrotechnics, parade floats, fire performance)	+9 points
PERFORMANCE ELEMENTS POINTS TOTAL:	

ATTENDEE PARTICIPATION:

None - attendees passively watching a performance and will not participate	+0 points
Event attendees will participate in the activity in a small way and without extensive physical activity (ex: magician with audience participation, casino night, visual art workshop, bowling)	+1 point
Event attendees will actively participate in the event with average physical activity (ex: dance workshop, self defense class, inflatables, novelty activities)	+2 points
Event attendees will actively participate in the event with a high level of physical activity. The activity poses an increased risk to health and safety of participants (ex: whitewater rafting, eating contests, student drivers)	+4 points
ATTENDEE PARTICIPATION POINTS TOTAL:	

SENSITIVITY PROFILE:

The event is not likely to invoke a strong or controversial reaction from members of the DU/local community. The event does not include a picket, protest, or demonstration. Speakers, performers, guests, do not have advanced security needs	+0 points
The event could provoke a controversial reaction within the DU community. The event does not include a picket, protest, or demonstration. Speakers, performers, guests have minor security needs.	+2 points
The event could provoke a controversial reaction within the DU and local communities. The event could include a picket, protest, or demonstration. Speakers, performers, guests have advanced security needs.	+4 points
The event is likely to provoke a controversial reaction within the DU, local, national, and/or international communities. News coverage of the event is likely. The event likely includes a picket, protest, or demonstration. Speakers, performers, and guests have advanced security needs.	+8 points
SENSITIVITY PROFILE POINTS TOTAL:	

MINORS:

No one under 18 years old will be participating in the event (this could include enrolled first year DU students under 18).	+0 points
Children under 18 years old will be participating in the event with a parent, guardian, teacher, chaperone present at all times during the event.	+2 points
A small to medium size group of children under 18 years old will be participating in the event without a parent, guardian, teacher, chaperone present. All DU students and staff have been trained and certified through DU HR's Minors Policy.	+4 points
A large group of children under 18 years old will be participating in the event without a parent, guardian, teacher, chaperone present. Minors are present overnight. All Duke students and staff have been trained and certified through the DU HR Minors policy.	+8 points
MINORS POINTS TOTAL:	

TOTAL RISK ASSESSMENT SCORE:



The Risk Assessment Matrix can be used for any event, and provides a snapshot of the risk management needs for an event. The higher the score, the greater potential for risk, and the longer the event will take to successfully plan.