EVENT PLANNING RESOURCE
ASSESSING RISK WITH PREFFS

The following categories provide a framework for student organizations to assess the many potential risks that may be associated with an event or activity. Students should use this worksheet to first identify the risks in each category and then identify strategies to mitigate, or lessen, each risk.

P
PHYSICAL

Potential harms to the physical body. Commonly injuries or harm involved with food, alcohol, and activity level.
Did a person incur these injuries or harms as a result of something that occurred at your event or activity?

R
REPUTATIONAL

These risks involve actions or decisions that have the potential to incur negative public image.
Did this incident or circumstance reflect positively upon the organization and institution?

E
EMOTIONAL

May bring about negative emotional or psychological effects in your members/guests.
Does this event have the potential to cause undue emotional harm to guests or participants?

F
FINANCIAL

These risks involve planning and usage of money by your organization or unexpected costs that happen.
Can your organization afford for this event or activity to fail? Do you have a buffer in your budget?

F
FACILITIES

These risks are associated with the spaces you occupy and how to choose to operate in them.
Who owns or controls the facility? Is it safe? Are there damages or significant mess from your event?

S
SUSTAINABILITY

Sustainability risks are those posed to the environment. Using sustainable items & reducing overconsumption.
Can you reduce the use of single-use plastics? Are there materials available from the Supply & Resource Request Form?

RISK ASSESSMENT & MITIGATION ACTIVITY

Instructions: For your event/activity, identify potential risks in the categories in the left column. For each potential risk you identify, generate at least one strategy to mitigate the potential risk before or during your event.

EVENT/ACTIVITY: ______________________ DATE: ____________

Risk Type	Potential risks associated with activity/event	Strategies to mitigate the identified risks
P PHYSICAL		
R REPUTATIONAL		
E EMOTIONAL		
F FINANCIAL		
F FACILITIES		
S SUSTAINABILITY		