

## ASSESSMENT DETAILS

### IN AN EMERGENCY CALL:

|                        |                     |
|------------------------|---------------------|
| <b>Lead Organizer:</b> | <b>Event Phone:</b> |
| <b>Attendees:</b>      |                     |

## EVENT DETAILS

|                                                                                                                                                                                                                                                                                                                                  |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Purpose of Event:</b>                                                                                                                                                                                                                                                                                                         | <b>Date:</b> |
| <b>Benefit of Event:</b> Creates lasting memories for attendees.   Encourages cultural and family traditions.   Provides opportunities for artistic expression.   Stimulates the local economy through event spending.   Strengthens relationships and celebrates milestones.   Supports local businesses and service providers. |              |

## HAZARDS

| HAZARD                    | RISK                                         | RISK BENEFIT                                                      | MEASURE                                                                                                                                                                                                                                                                        | RISK TO               | RISK LEVEL                                               |
|---------------------------|----------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------|
| Vendor cancellations      | Missed key services, delays, added costs     | Provides access to high-quality, preferred vendors for the event. | Secure legally binding contracts outlining penalties for cancellations, maintain detailed records of communication with vendors, establish relationships with backup vendors, and purchase event insurance specifically covering vendor-related issues. <b>(ALL)</b>           | Guests, couple, staff | Before Measure: <b>High</b><br>After Measure: <b>Med</b> |
| Alcohol-related incidents | Intoxication, accidents, disruptive behavior | Adds to the celebratory spirit of the event.                      | Partner with licensed bartenders trained in responsible serving, enforce drink limits by using drink tokens or other monitoring methods, ensure water stations are accessible, and provide pre-arranged shuttles or ride-share discounts for safe transportation. <b>(ALL)</b> | Guests                | Before Measure: <b>High</b><br>After Measure: <b>Low</b> |

| HAZARD                                 | RISK                                                     | RISK BENEFIT                                                                     | MEASURE                                                                                                                                                                                                                                                           | RISK TO                   | RISK LEVEL                                                     |
|----------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------|
| Breakdown in communication among staff | Event delays, guest dissatisfaction, safety risks        | Facilitates efficient coordination among staff, leading to a smoothly run event. | Provide event staff with communication devices such as two-way radios or mobile phones. Establish clear communication protocols and conduct a pre-event briefing to ensure everyone understands roles and emergency procedures. <b>(ALL)</b>                      | Staff                     | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Catering delays                        | Guest dissatisfaction, delays in the event schedule      | Ensures the flow of the event is uninterrupted, keeping guests satisfied.        | Collaborate with the caterer to establish a detailed service timeline, have backup staff available for peak periods, and consider staggered serving times for larger events. Provide small snacks or drinks for guests in case of unexpected delays. <b>(ALL)</b> | Guests, staff             | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |
| Child safety                           | Lost children, injuries, emotional distress for families | Provides peace of mind for families attending the event.                         | Designate a supervised children's area with age-appropriate activities, assign staff or volunteers to oversee children, and establish a clear child collection protocol. Ensure the venue is free from hazards like open water or unfenced areas. <b>(ALL)</b>    | Children, families, staff | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Cold exposure                          | Discomfort for guests, medical issues like hypothermia   | Allows for the charm of winter weddings without guest discomfort.                | Arrange portable heaters or blankets for outdoor spaces, provide warming stations, and ensure hot beverages are available. Share advice with guests about appropriate attire for the weather conditions. <b>(ALL)</b>                                             | Guests                    | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Confusion in event schedule or flow    | Guest dissatisfaction, missed activities, delays         | Creates a seamless guest experience, minimizing confusion and delays.            | Distribute a detailed event schedule to staff, vendors, and guests in advance. Use signage and printed programs to keep guests informed of activities. Assign a point-of-contact for each event phase to handle questions and resolve issues. <b>(ALL)</b>        | Guests, staff             | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |

| HAZARD                                 | RISK                                                                  | RISK BENEFIT                                                                       | MEASURE                                                                                                                                                                                                                                                              | RISK TO        | RISK LEVEL                                                     |
|----------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------|
| Contract disputes                      | Delays, financial losses, reputational harm                           | Facilitates smooth collaboration with multiple service providers.                  | Review all vendor contracts with legal counsel before signing, ensure all expectations and deliverables are clearly outlined, and maintain organized records of payments and correspondence to resolve disputes quickly. <b>(ALL)</b>                                | Staff, couple  | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |
| Crowd congestion in high-traffic areas | Guest discomfort, trip hazards, safety risks                          | Prevents overcrowding, ensuring a safe and enjoyable experience for all attendees. | Develop a crowd management plan with designated entry and exit points, clearly marked routes, and barriers where necessary. Train staff to monitor flow, manage large groups, and respond to emergencies. Use signage to guide guests effectively. <b>(ALL)</b>      | Guests, staff  | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Damage to property or equipment        | Financial loss, disruption of event                                   | Preserves the venue and equipment while minimizing financial risks.                | Perform a pre-event inspection of all equipment and venue facilities to document existing conditions. Train staff and vendors on proper use of equipment and establish a process for reporting damage. Secure insurance to cover potential liabilities. <b>(ALL)</b> | Staff, vendors | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Decor setup delays                     | Inadequate visual setup, stress on timeline, disruption of event flow | Achieves a visually stunning atmosphere that reflects the couple's vision.         | Establish a detailed timeline with time buffers for setup tasks, confirm vendor delivery schedules days in advance, assign a dedicated decor team for installation, and prepare backup decor items or simplified alternatives for critical elements. <b>(ALL)</b>    | Staff, vendors | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |

| HAZARD                | RISK                                                    | RISK BENEFIT                                                                                   | MEASURE                                                                                                                                                                                                                                                                            | RISK TO                | RISK LEVEL                                                     |
|-----------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| Disruptive guests     | Altercations, disturbances, stress for guests and staff | Preserves the celebratory and welcoming atmosphere of the event.                               | Train staff to handle difficult guests tactfully, provide a designated “cool-off” area, and ensure security personnel are available to remove disruptive individuals if necessary. Include a zero-tolerance policy for violence or harassment in event rules. <b>(ALL)</b>         | Guests, staff          | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Electrical hazards    | Power surges, injuries, equipment damage                | Enables the use of decorative lighting and entertainment equipment safely.                     | Use certified electricians to set up electrical systems, inspect all wiring for damage or wear, ensure all outdoor setups are waterproof, and provide cable covers to prevent trip hazards. Include a dedicated technician to monitor power systems during the event. <b>(ALL)</b> | Guests, staff, vendors | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Emergency evacuations | Delays in evacuation, injuries, safety risks            | Prepares the event team for swift action in case of emergencies.                               | Develop an evacuation plan in collaboration with the venue, clearly mark exit routes, train event staff on evacuation protocols, and conduct a pre-event safety briefing. Designate staff to assist guests with disabilities. <b>(ALL)</b>                                         | Guests, staff          | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Fire hazards          | Damage to property, injuries, evacuation                | Ensures a safe environment while accommodating creative decor like candles or outdoor heaters. | Conduct a fire risk assessment, ensure fire exits are clearly marked and unobstructed, have fire extinguishers and blankets readily available, train key staff on fire safety protocols, and work with the venue to confirm compliance with fire safety regulations. <b>(ALL)</b>  | Guests, staff          | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |

| HAZARD          | RISK                                                         | RISK BENEFIT                                                | MEASURE                                                                                                                                                                                                                                                                     | RISK TO       | RISK LEVEL                                                     |
|-----------------|--------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------|
| Food allergies  | Allergic reactions, medical emergencies, dissatisfied guests | Provides an inclusive dining experience for all attendees.  | Conduct a pre-event survey to gather dietary restrictions, collaborate closely with caterers to ensure allergen-free preparation areas, label food items with allergen warnings, and prepare alternative meals for high-risk allergens like nuts or shellfish. <b>(ALL)</b> | Guests        | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Food poisoning  | Guest illness, medical emergencies, reputational damage      | Delivers a high-quality dining experience for all guests.   | Ensure caterers follow strict food hygiene standards, keep perishable food items at appropriate temperatures, and monitor serving times to minimize spoilage. Conduct a pre-event inspection of kitchen and storage facilities. <b>(ALL)</b>                                | Guests        | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Guest injuries  | Slip and fall incidents, minor cuts, medical emergencies     | Ensures guests feel safe and comfortable during the event.  | Perform a detailed risk assessment of the venue, eliminate hazards like uneven surfaces or exposed wiring, install temporary safety measures (e.g., ramps or guardrails), and provide trained first aid personnel and an easily accessible first aid station. <b>(ALL)</b>  | Guests, staff | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Heat exhaustion | Fatigue, dehydration, medical emergencies                    | Keeps guests comfortable during summer or outdoor weddings. | Provide shaded areas, cooling stations, and hydration points. Include air conditioning or fans in indoor spaces, and have medical staff or first aid kits available for emergencies. Inform guests of the dress code suited for weather conditions. <b>(ALL)</b>            | Guests        | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |

| HAZARD                             | RISK                                                                     | RISK BENEFIT                                                                     | MEASURE                                                                                                                                                                                                                                                                    | RISK TO                | RISK LEVEL                                                     |
|------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| Inclement weather                  | Disruption to event schedule, damage to equipment, discomfort for guests | Allows for the charm and natural beauty of an outdoor setting.                   | Develop a comprehensive contingency plan including weatherproof tents, indoor backup venues, and heating or cooling solutions. Provide weather updates to guests in advance and include a designated team to manage weather-related adjustments. <b>(ALL)</b>              | Guests, staff, vendors | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Lack of emergency medical response | Delays in treating injuries, guest dissatisfaction                       | Provides immediate medical attention if needed, ensuring guest safety.           | Hire certified first aid personnel to remain on-site throughout the event. Establish a clearly marked first aid station with appropriate supplies and inform staff of its location. Ensure access for emergency services if required. <b>(ALL)</b>                         | Guests, staff          | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Limited restroom availability      | Guest dissatisfaction, delays, health risks                              | Provides comfort and convenience for guests, contributing to their satisfaction. | Assess guest numbers to determine restroom requirements, including options for guests with disabilities. Arrange additional portable restrooms if venue facilities are insufficient, and schedule frequent cleaning and restocking during the event. <b>(ALL)</b>          | Guests                 | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Lost or stolen items               | Guest dissatisfaction, financial losses, disruption of event             | Ensures guests feel secure bringing personal belongings.                         | Provide guests with secure, staffed storage areas for personal items, use numbered claim tickets for added security, install temporary surveillance cameras, and educate attendees on safeguarding valuables. Establish a lost-and-found area with a logbook. <b>(ALL)</b> | Guests, staff          | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |

| HAZARD                | RISK                                                           | RISK BENEFIT                                                   | MEASURE                                                                                                                                                                                                                                                                 | RISK TO          | RISK LEVEL                                                     |
|-----------------------|----------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------|
| Medical emergencies   | Delays, injuries, severe health risks for guests               | Gives guests confidence that their safety is prioritized.      | Hire first aid-trained staff, establish a medical response plan with designated roles, and ensure emergency vehicles have clear access to the venue. Provide a first aid station with adequate supplies and display emergency contact numbers prominently. <b>(ALL)</b> | Guests, staff    | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Noise complaints      | Disturbances to neighbors, potential fines, event interruption | Enables live entertainment without disruptions.                | Test sound levels during setup to comply with local ordinances, inform neighbors in writing about event timing, and position speakers to direct sound away from residential areas. Use noise-reducing barriers if the venue is near noise-sensitive zones. <b>(ALL)</b> | Neighbors, staff | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |
| Overbooking the venue | Overcrowding, restricted movement, guest dissatisfaction       | Optimizes the space while ensuring a premium guest experience. | Confirm guest numbers and capacities with the venue before finalizing contracts. Plan the layout carefully to avoid congestion, and coordinate with the venue manager to ensure no other events interfere. <b>(ALL)</b>                                                 | Guests, staff    | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Overcrowding          | Guest discomfort, safety hazards, restricted movement          | Creates a comfortable and enjoyable space for all attendees.   | Determine the venue's capacity and ensure guest numbers do not exceed this limit. Provide separate spaces for activities (e.g., dining, dancing) and use event staff to monitor crowd density, redirecting flow when necessary. <b>(ALL)</b>                            | Guests, staff    | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Parking shortages     | Late arrivals, guest frustration, logistical delays            | Accommodates large guest attendance smoothly.                  | Reserve parking spaces well in advance, hire parking attendants to organize efficient layouts, offer shuttle services for remote lots, and share clear parking maps and directions with guests. Monitor lot capacity throughout the event. <b>(ALL)</b>                 | Guests           | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |



| HAZARD                          | RISK                                                                | RISK BENEFIT                                                                   | MEASURE                                                                                                                                                                                                                                                                     | RISK TO                | RISK LEVEL                                                     |
|---------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| Poor lighting in critical areas | Trip hazards, discomfort, safety risks                              | Ensures guest safety and creates an inviting atmosphere during evening events. | Conduct a site survey to identify areas requiring lighting, such as entrances, walkways, parking lots, and restrooms. Install appropriate lighting systems, including backup options. Test all lights before the event to ensure functionality. <b>(ALL)</b>                | Guests, staff          | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Power outages                   | Loss of lighting, interruption of music or AV systems, event delays | Supports the smooth operation of essential lighting and equipment.             | Rent generators with sufficient capacity for all power needs, consult an electrician for proper generator installation, ensure all critical equipment has surge protection, and train staff on backup power protocols. Test backup systems prior to the event. <b>(ALL)</b> | Guests, staff, vendors | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Restricted accessibility        | Exclusion of guests with mobility issues, dissatisfaction           | Ensures inclusivity for all guests, regardless of mobility needs.              | Confirm the venue complies with accessibility standards, including ramps, elevators, and wide doorways. Provide seating and accessible bathrooms, and assign a point of contact for accessibility-related inquiries during the event. <b>(ALL)</b>                          | Guests                 | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Structural failures             | Collapsing structures, injuries, delays                             | Supports creative use of spaces, such as outdoor stages or dining areas.       | Inspect all temporary structures (e.g., marquees, stages) for stability and ensure professional installation. Confirm that structures meet local safety standards and have regular checks during the event for signs of wear or damage. <b>(ALL)</b>                        | Guests, staff          | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |



| HAZARD                                  | RISK                                                        | RISK BENEFIT                                                                                   | MEASURE                                                                                                                                                                                                                                                               | RISK TO               | RISK LEVEL                                                     |
|-----------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------|
| Technical equipment failure             | Loss of music, poor lighting, interrupted speeches          | Enhances the atmosphere with high-quality sound, lighting, or visuals.                         | Conduct multiple rounds of equipment testing at the venue, have duplicate or backup equipment readily available, hire a dedicated technician to troubleshoot issues during the event, and create a detailed equipment checklist for setup and operation. <b>(ALL)</b> | Guests, staff, couple | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Transportation issues                   | Guest delays, missed critical moments, added stress         | Ensures guests and participants arrive on time and stress-free.                                | Secure contracts with reliable transportation providers, designate a transportation coordinator, share route maps and arrival times with guests, and prepare emergency transport options such as pre-arranged taxis or on-call buses. <b>(ALL)</b>                    | Guests, staff         | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Transporting fragile items              | Damage to valuable or sentimental items, delays             | Allows for elegant decor and meaningful personal touches.                                      | Use secure, padded packaging for fragile decor and valuables. Assign trained handlers to transport items and designate a secure storage area at the venue. Provide a checklist for setup teams to ensure safe placement. <b>(ALL)</b>                                 | Staff, vendors        | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |
| Trip and slip hazards                   | Injuries from falls, delays in the event flow, legal claims | Enhances the accessibility and safety of the venue for all guests.                             | Inspect the venue for uneven surfaces, wet areas, or cluttered pathways. Use non-slip mats, cord covers, and warning signs in hazardous areas. Arrange for immediate cleanup of spills and provide clear lighting for walkways. <b>(ALL)</b>                          | Guests, staff         | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Unauthorized access to restricted areas | Damage to property, security risks, disruption of event     | Protects sensitive areas, such as vendor supplies or valuable equipment, from damage or theft. | Clearly mark restricted areas and secure them with physical barriers or locks. Assign event staff or security personnel to monitor these areas and enforce access controls. Use wristbands or ID badges to identify authorized personnel. <b>(ALL)</b>                | Guests, staff         | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |

| HAZARD                         | RISK                                              | RISK BENEFIT                                                                               | MEASURE                                                                                                                                                                                                                                                                               | RISK TO               | RISK LEVEL                                                    |
|--------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------|
| Uninvited guests               | Overcrowding, security risks, disruption of event | Ensures the event remains intimate and personalized.                                       | Employ guest list verification with wristbands or name badges for added security, use professional security staff to monitor entrances discreetly, and train staff to politely handle unauthorized individuals. Keep an on-site communication team for guest management. <b>(ALL)</b> | Guests, couple, staff | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b> |
| Waste buildup during the event | Unpleasant environment, reputational harm         | Maintains a clean and pleasant environment for guests, enhancing their overall experience. | Coordinate with the venue and caterers to provide adequate bins for general, recycling, and compostable waste. Create a waste management plan with staff assigned to monitor and empty bins regularly. Schedule post-event cleanup to maintain hygiene. <b>(ALL)</b>                  | Guests, staff         | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b> |
| Unpredicted risks              | Illness, injury, death                            |                                                                                            | Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. <b>(ALL)</b>                                                                                   | All                   | <b>N/A</b>                                                    |

## NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date