

Alpha Kappa Alpha Sorority, Incorporated®
Alpha Delta Chi Omega Chapter
(ADXO)

2026 Risk Management Plan



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ADXO Risk Management Plan

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ADXO Risk Management Plan

Introduction

Risk management is the process of identifying, quantifying, and managing the risk that an organization faces. One of the key facets to risk management is recognizing that this is a continuous improvement process. It is not something you do once and complete it. It is something that requires monitoring, evaluation, and revising as needed. While it is impossible to remove all risks, it is important that we understand and properly mitigate risk in the overall sorority strategy. It is the responsibility of all sorors to be a risk manager.

Mission Statement

The mission of Alpha Delta Chi Omega Risk Management Plan is to develop strategies to preserve Alpha Kappa Alpha Sorority, Inc. by identifying and minimizing the risk exposure. We will enhance the organization's membership to ensure our longevity through ongoing education, active participation, and effective communication.

Purpose

The purpose of ADXO Risk Management Committee is to:

1. Assess the risks and potential threats to the interest group and its members
2. Develop strategies and risk management approaches for implementation by the interest group to minimize or prevent risks
3. Develop an overall risk management plan for the interest group
4. Interface with the sorority risk management professionals and legal to ensure that our risks are properly managed

Risk Management Concepts

Risk is anything that jeopardizes the health, safety, or welfare of an individual or organization. Risk is a factor in every organization including our sorority. For that reason, it is important to review various areas of risk and possible impact on the sorority and interest group.

Key areas of risk include, but are not limited to:

1. Hazing
2. Reputation
3. Finances
4. Operations
5. Programs
6. Membership
7. Buildings and Facilities

Risk Management Process

Risk Management is the process of assessing the potential risk involved in specific activities or events. It is a systematic approach to identify, analyze, evaluate, and take action to mitigate potential risk that could negatively impact the organization. As part of risk management, ADXO will consider safety, reputational risk, and cost benefit of conducting all events or sorority activities.

Risk Management Strategy

Strategy starts with developing a comprehensive risk management program. The interest group's risk assessment program includes identifying the risk, managing the risk, and monitoring the risk. Education and training are key components of the risk management program and includes a workshop during the interest group orientation. Critical conversations with interest group members are also important components of our risk management program. The conversations will be timely, relevant, specific, tactful, and honest. The strategy is designed to protect the interests of everyone in the group, as well as the organization.

Hazing Risk

Hazing is an act or series of acts which include, but not limited to, physical acts such as hitting, striking, laying hands upon or threatening to do bodily harm to any individual(s), while acting in one's own capacity as a member of Alpha Kappa Alpha Sorority; behavior that is directed against any individual for the purpose of causing shame, abuse, insult, humiliation, intimidation, or disgrace and a variety of prohibited practices, including but not limited to, underground hazing, financial hazing, pre pledging, post pledging, or post initiation pledging. Hazing is strictly prohibited and will not be tolerated in any form by Alpha Kappa Alpha Sorority, Incorporated ®.

Identify	Evaluate	Manage	Monitor	Notes
Subjecting prospective members to any form of verbal, physical, mental harassment or intimidation. Requiring prospective members to attend interest group events And asking them to volunteer their time, energy or input. Attending unauthorized meetings, sessions or rehearsals before, during or after the Membership Experience.	Does the behavior align with the Soror Code of Ethics? Is the behavior contrary to behavior outlined in the Anti Hazing Handbook? Does this behavior align with the process as put forth by the Membership Experience Manual? Does participation in this activity align with the policies and procedures as put forth by the Alpha Kappa Alpha Sorority, Inc.? Does participation in	Making sure the members participating in the Membership Experience have attended all pre-Membership Experience Workshops. Adhere to the current Membership Experience manuals, guides, handbooks and documents Report all suspected irregularities and document steps taken to address and resolve any issues.	All chapter members should monitor for and report any observed irregularities regarding membership Conduct daily surveys after each Membership Experience event to help determine irregularities.	Under Penal Code 14-35 Hazing is a class 2 Misdemeanor in North Carolina punishable with up to 30 days in jail and/\$1000.00 fine.

Identify	Evaluate	Manage	Monitor	Notes
Performing errands, tasks, purchases, or services for any sorority member.	this activity violate my values or the values of the sorority?	Adhere to Anti Hazing Handbook and Policies.		
Utilizing the personal property of prospective members for chapter or individual soror(s) use.	Does this behavior depict the code of conduct outlined in the Soror Code of Conduct?	Strict adherence to the Soror Code of Ethics.		
Requiring (expressly or implied) that prospective members wear or not wear certain attire to interest group sponsored events.	Does this behavior align with the policies and procedures outlined in the Anti Hazing Manual?	Adherence to the Alpha Kappa Alpha Social Media Guide.		
Failure of interest group members to exercise discretion regarding interest group and sorority business when interacting with	Does this behavior align with the policies and procedures of Alpha Kappa Alpha?			

Identify	Evaluate	Manage	Monitor	Notes
individuals, live or on social media, who are not members of the sorority.				

Reputational Risk

Reputational risk is the threat or danger to the reputation, good name, and legacy of Alpha Kappa Alpha Sorority, Incorporated®, its religions, chapters and members. Reputational risk may arise from the actions or activities of the sorority, either directly, indirectly through the actions of its members, or through the actions of third parties.

Identify	Evaluate	Manage	Monitor	Notes
Unsisterly behavior, including bullying, cyberbullying, inappropriate conduct, and acts of violence, unwillingness to work together with other members and do their part, not willing to recognize the chain of command/order and/or processes and follow them. Identify individual(s) that take part in gossiping, rumors, and/or defamation of individual(s) in the group or defamation of the group as a whole.	Does the behavior demonstrate high scholastic and ethical standards? Is this activity consistent with the Soror Code of Ethics? Is the activity or the behavior illegal?	Actively engage with leadership for direction and oversight. Conduct/display appropriate behavior at meetings, social activities and on social media. Training for new and reactivating members on current protocol. Discuss protocol practices during chapter meetings Hold Sorors accountable for their individual actions Have critical conversations with Sorors when needed.	Basileus, Executive Committee, Sisterly Relations Committee, Protocol Committee	Ensure effective communication strategies through social activities and training. Focus on sorority values and Soror Code of Ethics. Foster positive attitudes and behaviors. Monthly tips on protocol and protocol workshops

Identify	Evaluate	Manage	Monitor	Notes
Inappropriate social media posts or website content	Is the interest group following the sorority's social media policy? Is the interest group using the correct shield and official logos? Has a member's name come up multiple times as being a negative factor in multiple situations?	Adhere to protocol, technology/ social media guidelines and protect our privacy. Conduct an annual technology review of the website and social media platforms to ensure content is secure and compliant (e.g., posting pictures of Sorors engaging in service activities). Have clear consequences for actions of Sorors when violations are made.	Basileus, Anti-Basileus, Technology Committee, Protocol Committee, Ivy Leaf Reporter	Use protocol, technology, and public relations guidelines as resource tools (consult with the chairman of each committee).

Identify	Evaluate	Manage	Monitor	Notes
Partner organizations whose mission, goals, activities are inconsistent with the sorority's mission and purpose	Would the activity or behavior be appropriate in a work or professional environment? Is this activity permitted by the sorority's governing documents?	Adhere to standards of behavior set forth in the Soror Code of Ethics.	Basileus, Anti-Basileus, Protocol Chairman, Risk Management Chairman	All events and activities should be reviewed by the Protocol Chairman and approved by the Basileus. Consult with the Risk Management Chairman as needed.
Actions not part of the sorority's brand • Using "The K's" • Using J15 • Ape Pose • AKA tattoos • Revealing clothing • Drinking alcohol in photos or videos • Sexually suggestive dancing		Adhere to the Media Relations & Productions Resource Guide	Basileus, Anti-Basileus, Protocol Chairman	Communicate clear boundaries/expectations when partnering with organizations to make sure there is common organizational alignment.

Identify	Evaluate	Manage	Monitor	Notes
Actions that could be perceived as representing the sorority or endorsing political candidates on behalf of the sorority.		Train on not wearing AKA logos or symbols during political activities	Basileus, Anti-Basileus, Protocol Chairman, Risk Management Chairman	
Communications with media outlets related to the sorority or while wearing sorority paraphernalia without following the proper protocol	Are members aware of protocol when attending political events?		Basileus, Anti-Basileus, Protocol Chairman, Risk Management Chairman	
Paraphernalia/attire with words or images that are derogatory or degrading to the history and legacy of the sorority, its founders or members			Basileus, Anti-Basileus, Protocol Chairman, Risk Management Chairman	

Identify	Evaluate	Manage	Monitor	Notes
Protecting sensitive information (i.e. data privacy issues such as bank account(s) information, member information such as address and phone numbers)	Have the necessary steps been taken to safeguard all sensitive information and if so, what? Evaluate possible liabilities for what information is shared.		Basileus, Anti-Basileus, Tamiouchos, Risk Management Chairman	Discussion about what security measures are in place and what information can be shared and what cannot.

Operational Risk – Finances

Operational risk occurs when inadequate, ineffective, and outdated procedures and policies threaten the sustainability of an organization.

Identify	Evaluate	Manage	Monitor	Notes
Collection of Money Checks and balances that promote financial efficiency and security.	How is the money collected from the Pecunious Grammateus verified to ensure that the Tamiouchos is receiving the correct amount for deposit?	The Basileus and financial officers are bonded positions. All members know the importance of serving with integrity.	Basileus, Anti-Basileus, Tamiouchos, Pecunious Grammateus, Standards Committee, Internal Audit Committee	It is extremely important that the Pecunious Grammateus and Tamiouchos have an excellent working relationship.

Identify	Evaluate	Manage	Monitor	Notes
Bonded officers with sufficient bond coverage	Is there a deadline for giving money collected to the Tamiouchos for deposit?	All sorors handling monies should be included in the bond.		Periodic refresher on how to complete reimbursement vouchers with appropriate signatures before submission
	What checks and balances are in place for the Pecunious Grammateus?	Monies received by the interest group are received by the Pecunious Grammateus.		
Theft or misappropriation of funds	Are all officer positions handling money bonded?	The Pecunious Grammateus collects all payments before leaving the meeting. She verifies each receipt and logs the checks, cash, coins, money order/cashier's check in the financial journal by payment categories. Once completed, all cash and checks received are counted again and turned over to the		
	Does the interest group plan to conduct an internal audit?	Tamiouchos for deposit. The Tamiouchos verifies all monies received against the financial journal before the deposit is made.		
	Does the interest group use proper financial internal controls?			
	Do financial officers report to the membership the status of all financial accounts?			

Identify	Evaluate	Manage	Monitor	Notes
		Ensure all financial transactions and reimbursements include all necessary signatures.		

Operational Risk – Interest Group Operations

Operational risk occurs when inadequate, ineffective, and outdated procedures and policies threaten the sustainability of an organization.

Identify	Evaluate	Manage	Monitor	Notes
Interest group documents conflict with sorority's international documents.	Does the group have a copy of all of our official documents? Did the group receive sign off from the regional parliamentarian and Madam Regional Director on group bylaws? Were group bylaws and rules updated to reflect any changes made at the most recent Boule?	An annual review of chapter bylaws and rules for compliance and effective chapter operations. An annual review of current sorority documents to ensure the group has the latest copy. Identification of document ambassadors that will assist in filling knowledge gaps and ensure	Basileus Parliamentarian / Bylaws Committee Standards Committee Document ambassadors	Proposed amendments must be approved by the interest group. Interest group votes on the changes. Two copies must be sent to the MAR annually

		documents are up-to-date.		
Identify	Evaluate	Manage	Monitor	Notes
Interest group has inadequate management of records.	Does the interest group have an organized location for electronic documents and a climate-controlled storage unit for paper files? Is the most recent Documents and Records Retention Guide being followed?	All required documents are signed, dated and properly stored. Files are reviewed annually by the standards committee for compliance with effective interest group operations. An official log out of interest group documents should be followed and kept on file.	Grammateus Standards Committee Historian Custodian	Reference Standards Resource Guide and Documents and Records and Retention Guide
Interest group failed to properly transition new officers	Does the interest group have signed officer transition forms within 30 days of taking office? Is there a clear nominating process with clear criteria for elected positions? Is criteria for elected positions	Documents should be retained in the electronic storage location. Ensure the process for officer nominations is communicated to all members in September	Standards Committee Nominating Committee Outgoing officers	

	documented in our bylaws?			
Identify	Evaluate	Manage	Monitor	Notes
Failure to train and develop officers and membership	Does the interest group conduct an annual chapter retreat and workshops to focus on leadership development, programs and member engagement? Does the interest group encourage and/or require cluster, regional or national meeting attendance for its members?	Conduct effective workshops to develop chapter officers, committee chairmen and members Require interest group members to attend conferences.	Basileus Membership Committee Standards Committee Leadership Development Team	Should utilize external interest group resources to assist with training when needed.
Failure to conduct annual interest group assessment	Did the interest group achieve 60% participation in the assessment? Does the interest group utilize feedback to improve overall operations?	Share the assessment questions in September and results / recommendations by the December meeting Utilize feedback surveys to drive continuous improvement and update operations.	Standards Committee Executive Committee	

Operational Risk – Programs

Operational risk occurs when inadequate, ineffective, and outdated procedures and policies threaten the sustainability of an organization.

Identify	Evaluate	Manage	Monitor	Notes
Category: Inadequate Pre-planning Inadequate Budget & Financial Mismanagement	Likelihood: Medium potential for unexpected expenses Impact: High financial strain, event cancellation	Require detailed draft budgets for all events. Coordinate activities with relevant committees (Fundraising, Program).	Track budget expenditures against planned amounts Review financial reports monthly. Responsible party: Tamiouchos, Program Event Chair, Anti-Basileus	Anti-Basileus to work with the Risk Management Committee to create a standardized risk assessment form.
Category: Inadequate Pre-planning Scheduling Conflicts & Competing Interests	Likelihood: Medium events may overlap or conflict with other commitments Impact: Low to Medium reduced attendance, logistical challenges	Consult the ADXO's master calendar before scheduling events. Consider alternative dates and times.	Check for conflicts on a monthly basis and as the event approaches. Responsible party: Program Event Chair,	
Category: Inadequate Pre-planning Ineffective Marketing & Promotion	Likelihood: Medium if marketing strategies are not well-executed Impact: Low to Medium reduced attendance, lower event visibility	Ensure program is advertised at least 30 days in advance Utilize various marketing channels (social media, email, website, flyers). Target specific audiences.	Responsible party: Program Event Committee	

Identify	Evaluate	Manage	Monitor	Notes
Category: Inadequate Pre-planning Volunteer Management Issues	Likelihood: Medium potential for volunteer shortages, miscommunications Impact: Low to Medium reduced event efficiency, logistical challenges	Communicate expectations clearly Send a Know before you go document before the event For larger events, hold a volunteer meeting before the event	Track volunteer sign-ups, with complete contact details Responsible party: Program Event Chair	
Category: Inadequate Pre-planning Technology & Technical Glitches	Likelihood: Medium technology can be unpredictable Impact: Low to Medium event delays, frustration for attendees	Test all technology beforehand. Have backup equipment available. Provide technical support during the event. Develop a Run of show for large scale program	Monitor technology performance during the event. Responsible party: Technology Chair	
Category: Vendor Risks Sponsorship & Partnership Gaps	Likelihood: Medium potential for sponsors or partners to withdraw or not fulfill commitments Impact: Low to Medium reduced funding,	Develop a clear sponsorship and partnership strategy. Secure commitments in writing. Cultivate strong relationships with sponsors and partners.	Track sponsor and partner commitments and contributions. Responsible party: Anti-Basileus, Program Event Chair, Uplift our Community Chair	

	logistical challenges			
Identify	Evaluate	Manage	Monitor	Notes
Category: Vendor Risks Contract Issues	Likelihood: Low to Medium if contracts are not properly reviewed and managed). Impact: Medium to High financial loss, legal disputes	Ensure contracts are clear and comprehensive.	Keep accurate records of all contracts. Responsible party: Basileus, Anti-Basileus	
Category: Program Attendee Experience Risk Lack of Contingency Planning	Likelihood: Medium unexpected events or situations can arise Impact: Varies	Develop contingency plans for potential issues (e.g., weather, cancellations, emergencies). Communicate contingency plans to staff and volunteers. Develop a contingency rubric to determine when to implement a contingency	Review and update contingency plans regularly. Responsible party: Program Event Chair, Anti-Basileus, Basileus	
Category: Program Attendee Experience Risk Lack of Accessibility	Likelihood: Medium Impact: Medium exclusion of attendees with disabilities	Ensure all venues can accommodate attendees with mobility concerns. Communicate accessibility areas to attendees	Conduct an accessibility assessment of the venue and event activities. Responsible party: Accessibility Chair, Program Event Chair, Anti-Basileus	

Identify	Evaluate	Manage	Monitor	Notes
Category: Emergency Risk Attendee/Participant Safety & Medical Emergencies	Likelihood: Low Impact: Medium to High Injuries, medical emergencies	Provide first aid supplies and trained personnel. Have a clear emergency response plan. Communicate emergency procedures to attendees.	Monitor attendee safety during the event. Review incident reports after the event. Responsible party: First Aid Chair, Program Event Chair	
Category: Emergency Risk Inadequate Security & Safety Measures	Likelihood: Medium potential for accidents, injuries, or security breaches Impact: Medium to High injuries, property damage, legal liability	Conduct a site safety inspection before the event. Provide adequate security personnel based on program size. implement crowd control measures if necessary. Have a clear emergency response plan.	Monitor security and safety measures during the event. Review incident reports after the event. Responsible party: Security Chair (within the Program Event Committee)	Develop essential roles for large scale program events (Security, ADA Chair, Vendor, Medical chairs as examples)

Operational Risk – Membership

Operational risk occurs when inadequate, ineffective, and outdated procedures and policies threaten the sustainability of an organization.

Identify	Evaluate	Manage	Monitor	Notes
Engaging women interested in Alpha Kappa Alpha to participate in community activities.	Is the atmosphere prone to hazing complaints? Are activities within corporate and membership experience guidelines?	Make an effort to engage interested women during public events (adhere to the policies set forth by corporate)	Basileus, Membership Chairman, Risk Management Chairman	
Sorors leaving the interest group New or reactivating members to the interest group	Why are Sorors leaving? Is it family related or job? (this is understood) How can we support Sorors? Is there lack of communication? How do we incorporate new members into the group? Are we following Anti-	We should support sorors and assist with resolving the concerns of the group. Ensure mentoring programs are being conducted within the group to help with concerns and engage sorors.	Basileus, Membership Chairman, Risk Management Chairman	

	Hazing guidelines?	Engage members in all activities.		
Identify	Evaluate	Manage	Monitor	Notes
Utilizing the same interest group members	Why are the same members holding leadership positions and leading committees? Are other members qualified to lead? If not, how can we get them into a position to lead?	Ensure communication is given to the entire group. Be intentional about reaching out to members and encourage them and see what is holding them back. Encourage Regional Conference, Boule, and Leadership attendance. Create training and leadership development opportunities.		

Operational Risk – Buildings & Facilities

Operational risk occurs when inadequate, ineffective, and outdated procedures and policies threaten the sustainability of an organization.

Identify	Evaluate	Manage	Monitor	Notes
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Inadequate site selection / review criteria	Does the leadership complete a visual inspection of the building / venue?	Operate legally and in compliance with written agreements / contracts	Basileus, Event Chairman, Risk Management Chairman	
Identify	Evaluate	Manage	Monitor	Notes
Damage to facility during the event Loss of facility equipment	Are there checks in place for building and health code violations?	Inspect equipment, condition of facility and activity areas Discuss with the finance committee the insurance policy coverage		
Slip, trips, and falls; injury or illness Food preparation and food allergies	Did the planning committee work with facilities and event management to review safety ratings for food service and ensure all safety precautions are in place?	Conduct safety walks Develop a safety guide for managing risks at the event	Basileus, Event Chairman, Risk Management Chairman	Ensure emergency contact information for each soror is available at all meetings / events.
Unexpected closure of venue Insufficient staffing to support event Exterior facility hazards	Is someone assigned to monitor staffing and potential hazards during the event?	Supervise spaces continually at events Review staffing and security plans prior to the event	Basileus, Event Chairman, Risk Management Chairman	

		Ensure unexpected vendor closure is covered in the contract		
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Resources

- ❖ Alpha Kappa Alpha Constitution and Bylaws
- ❖ Alpha Kappa Alpha Manual of Standard Procedure
- ❖ Alpha Kappa Alpha Anti-Hazing Policy
- ❖ Alpha Kappa Alpha Soror Code of Ethics
- ❖ Alpha Kappa Alpha Anti-Hazing Handbook
- ❖ Alpha Kappa Alpha Risk Management Guide & Toolkit
- ❖ Alpha Kappa Alpha Membership Experience Manuals
- ❖ Alpha Kappa Alpha Financial Operations Resource Guide
- ❖ Alpha Kappa Alpha Standards Resource Guide
- ❖ The Official Guide to Alpha Kappa Alpha Protocol
- ❖ Alpha Kappa Alpha Media Relations and Production Guide
- ❖ Alpha Kappa Alpha Leadership Development Resource Guide
- ❖ Alpha Kappa Alpha Soaring in Sisterhood Sisterly Relations Resource Guide

Risk Management Committee

- ❖ Ashelon Johnson, Basileus
- ❖ Selena Lewis, Chairman
- ❖ Shaleah Carson
- ❖ LaQuetia Hollis
- ❖ Sheena Johnson
- ❖ Helen Kimbrough
- ❖ Morgen Long
- ❖ Ashley McIntyre
- ❖ Charlene Slaughter

APPENDIX

Risk Management Incident Report Form

Instructions:

This form must be completed immediately following any incident, accident, or injury that occurs at a chapter event or activity. Submit to the Risk Management Committee Chairman within 24 hours.

Event Information

Event Name: _____

Event Date: _____

Event Location (Address): _____

Event Chairman: _____

Approximate Number of Attendees: _____

Incident Information

Date of Incident: _____

Time of Incident: _____

Location of Incident (Be specific): _____

Person(s) Involved

Name: _____

Phone Number: _____

Email Address: _____

Role at Event (Guest, Member, Vendor, etc.): _____

Age (if under 18, note 'Minor'): _____

Description of Incident

Type of Incident (check all that apply):

☐ Slip and Fall ☐ Trip and Fall ☐ Medical Emergency ☐ Property Damage ☐

Other: _____

Detailed Description of What Happened:

Witness Information

Witness Name: _____

Phone Number: _____

Email Address: _____

Witness Statement: _____

Response and Actions Taken

First Aid Administered? ☐ Yes ☐ No

Emergency Services Contacted (911)? ☐ Yes ☐ No

Was the individual able to continue participation? ☐ Yes ☐ No

Additional Actions Taken: _____

Follow-up Required

Was site/property owner notified? ☐ Yes ☐ No

Is additional reporting needed? ☐ Yes ☐ No

Explain: _____

Report Submitted By

Name: _____

Role in Chapter: _____

Phone Number: _____

Email Address: _____

Date Submitted: _____

Risk Management Event Safety Checklist

Instructions:

Complete this checklist before the start of the event. Event Chairman or Risk Management Representative must review and sign off.

General Venue Safety

- ☐ Walkways, entryways, and exits are clear.
- ☐ Cords, cables, or wires are secured.
- ☐ Stairways and pathways are well-lit.
- ☐ Floors are dry and clean.
- ☐ Emergency exits are marked and clear.
- ☐ Fire extinguishers are accessible.
- ☐ Restrooms are clean and stocked.

Outdoor Event Safety (if applicable)

- ☐ Outdoor walkways are clear and safe.
- ☐ Tents, tables, signage are securely anchored.
- ☐ Weather conditions reviewed and plans in place.
- ☐ Parking areas are well-lit.

Crowd Management and Accessibility

- ☐ Space avoids overcrowding.
- ☐ Seating allows easy movement.
- ☐ Accessibility accommodations are in place.
- ☐ First aid kit is available onsite.

Food and Beverage Safety

- ☐ Food provided by licensed vendors.
- ☐ Allergy information posted.
- ☐ Food/drink stations organized to avoid spills.

Emergency Preparedness

- ☐ Emergency contact numbers accessible.
- ☐ Staff briefed on emergency procedures.
- ☐ Designated 911 caller identified.
- ☐ Incident Report Forms onsite.

COVID-19 / Health Safety (Optional)

- ☐ Hygiene stations available.
- ☐ Health guidelines reviewed.

Final Walkthrough

- ☐ Venue inspected 30 minutes before event.
- ☐ Issues corrected before guest arrival.
- ☐ Risk Management Lead or Chairman signed off.

Certification:

Event Name: _____

Event Date: _____

Event Location: _____

Event Chairman (Printed Name): _____

Signature: _____

Date: _____