**SAFE EVENT PLAN**

**Event Basics**

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| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE**(s) |  |
| **EVENT TIME**(s) |  |
| **NUMBER OF PARTICIPANTS** |  |
| **AUDIENCE:** Is the event open to the public? | YES  NO |
| **EVENT LOCATION(S)** (Building/Outdoor) |  |
| **EVENT LOCATION(S)** (Room/Area)\* |  |
| \*A space booking(s) must be in place for your event. For more information visit: bookspace.ok.ubc.ca. Note: A space booking confirmation does not constitute event approval. | |
| **EVENT LEAD** (Name) |  |
| **RELATIONSHIP TO UBC:** | Faculty  Staff  Student  External |
| **PHONE\*** |  |
| \*Please provide the cellphone number for the Event Lead or person who will be attending the whole event and who can be reached by Campus Security if required. Further, please provide the event contact’s name if different than the event lead. | |

**Event Description**

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| **DESCRIPTION:** (Please provide a brief synopsis of your event.) |

**Event Details**

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| --- | --- | --- |
| Large events (1,000 people or more) | YES  NO | The Safe Event Plan must be submitted 90 days in advance for review and approval. Note: The City of Kelowna’s Large Events process applies. |
| Alcohol served | YES  NO | If ‘YES’, complete the section below. |
| Note: Events serving alcohol must follow provincial regulations. For more information: bookspace.ok.ubc.ca/policies-and-resources/event-planning-resources | Served by Scholars’ Catering?  YES  NO  Is alcohol being sold?  YES  NO  Staff/faculty only?  YES  NO  Is there a charge to attend?  YES  NO | |
|  |  | |
| Amplified sound (PA, DJs, live music) | YES  NO | Include details on volume management |
| Barbeques or open flame | YES  NO | Include precise details |
| Extreme sports | YES  NO | Detail the activity and supporting equipment used |
| Potential for environmental impact | YES  NO | Include description of impact (i.e. garbage, impact to turf, chemical release, use of generators) |
| Outside services, i.e. food trucks | YES  NO | Provide the names of the services |
| Guest speakers | YES  NO | Provide the speaker’s name(s) and topic |
| Temporary installations | YES  NO | Include details (i.e. site map, duration and nature of installation) |
| Traffic changes or closures | YES  NO | A Traffic Management Plan is required and must be submitted for approval. |
| For all items checked ‘YES’ above, please provide additional details as noted as part of the event description on page 1 or as an attachment. | | |

**Attachment Checklist**

Please ensure that relevant attachments are provided with your event application, some may include:

Additional details for the items checked ‘YES’ above

Site Map (Required for outdoor spaces and large open indoor spaces)

**Event Submission**

Please save this form and submit as attachment to [operations.ok@ubc.ca](mailto:operations.ok@ubc.ca) with relevant attachments.

‘Standard events/activities with no potential to interfere’ do not require formal approval, but must be submitted to ensure visibility of all events and activities taking place on campus. You will receive a confirmation of receipt.

‘Standard events/activities with the potential to interfere’ and ‘large-scale events’ require review and formal approval and you will be contacted with any additional steps, or approval to proceed.