**Trinity Event Assessment Tool 2022**

*Thank you for completing the Trinity Event Assessment Tool (TrEAT). This form is designed to support student initiatives and confirm that your event is safe, fun, accessible, and successful. If you need more support, please e-mail the Office of the Dean of Students* [*deanofstudents@trinity.utoronto.ca*](mailto:deanofstudents@trinity.utoronto.ca)*.*

**Please note, event organizers and Trinity College have an increased responsibility when events are advertised, held on or off campus, use College/Student funds, or when they require a College signatory.**

**Event Planning Timeline:**

Completed forms should be e-mailed to the Office of the Dean of Students, who will review and respond to your proposed event within 5-7 business days. If changes or further discussion is needed, expect an added 3-5 business days. Once an event is approved, the Event Services & Catering Office needs up to 5-7 business days from the time of the event organizers contact.

During particularly busy times of year student organizers should expect a 2-3 week planning period (starting from the submission of this form) prior to advertising a proposed event.

**Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary Organizer** | | **Additional Contact Person** | |
| **Name:** |  | **Name:** |  |
| **Phone #:** |  | **Phone #:** |  |
| **Utoronto E-mail:** |  | **Utoronto E-mail:** |  |
| **Organizational Contact Information** | | | |
| **Name:** |  | | |
| **E-mail:** |  | **Phone #:** |  |
| **Social Media:** |  | | |

**Event Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Date:** |  | **Expected Attendance:** |  |
| **Proposed Location(s):** |  | | |
| **Event Name and Brief Description:** |  | | |
| **Event Needs (A/V, Furniture, Cleaning, Food & Drink, Security,** **etc.)\*** |  | | |

\*Please note, while Trinity College does its best to reduce costs to better serve student organizations there are fees associated with a number of these resources and supports. [The Event Services and Catering Office](https://www.trinity.utoronto.ca/discover/catering-events/) can provide additional details about pricing based on event requirements resulting from this application.

**Risk Management and Mitigation:**

*When you are holding an event, there are inherent risks. It is important to be aware and to consider mitigation steps in advance. Please consider risk to not only your attendees, but event organizers, vendors, community members, and other stakeholders associated with the event. Your responses will be reviewed by a member of the Office of the Dean of Students and the basis of your event planning.*

* Based on your description, what are the physical risks? How will we foster a safe event?
* Please review the [COVID-19 Safety List](https://ehs.utoronto.ca/wp-content/uploads/2022/03/COVID-19-Safety-List.pdf) provided by the University of Toronto and confirm your compliance. What COVID-19 pre-cautions will be you taking?
* What are the reputational risks? Could external groups be affected?
* What are the psychological risks? Do you intend to scare or offend guests?
* What are the barriers to equity? Have we been inclusive of our entire community?
* What are the barriers to accessibility? How are we mitigating them?
* What are the financial risks?

**Please remember this reflection is not a space booking!**

The Office of the Dean of Students will review your responses and contact you for next steps.

**Important Considerations for Hosting an Event:**

*As a constructive exercise, please also jot down some thoughts on each of these points.*

* Will you be inviting/visiting/hosting/soliciting any external groups or speakers? If so, who?
* Will you be supplying any transportation to and/or from the event?
* Will you be providing any food and/or refreshments during the event?
* How do you plan to respond to an interruption?
* Do you require volunteer/security support?
* What is your advertising timeline/plan
* Will attendees be pre-registering for your event?
* Is there a contingency fund for unexpected expenses (e.g. damages)?
* Will there be photography or videography at the event?
* Do you have a plan for inclement weather?

Thank you for taking the time to read this form and think deeply about the important considerations and risks related to your event. We look forward to receiving your thoughts (feel free to type in between the bullet points) and starting a discussion together.