

When possible this form should be received by the Risk Management Continuity Planning Committee (RMCP) within 60 days prior to your event. Failure to adhere to this request may lead to a Board decision of event cancellation, especially if food or alcohol is to be present.

In April 2015 the Board of Directors of the Rotary Club of Simi Sunrise directed the RMCP to review all club activities to determine potential risk. The RMCP is an advisory committee; all final decisions regarding your event will come from our club board. Please direct any questions regarding this form to the RMCP chairperson or the current club president.

Chair Person: _____ Co-Chair: _____ Today's Date: _____

Event Name: _____

Describe activities at the event: _____

Event Date / Time: _____ Anticipated # of Attendees _____

Location: _____ Indoors Outdoors Both

If any portion of the Event is outdoors, is the property Fenced? Yes No

Will the location be Rented or Donated by someone outside of the Club? Yes No Both

Will Vehicles of any kind (including motorized carts) be used? Yes No (Insurance required)

Ages of people involved: circle all that apply 1-10 11-17 18-20 21-Above

Purpose of the Event: Circle all that apply Fellowship Fundraiser Community Event

Will Food / Drink be served? Yes No By Whom? _____
(Health Department may need to be involved – please verify)

Will Alcohol be at the event in any capacity? Yes No If Yes, By Whom? _____
(ABC may need to be involved – please verify)

Will Outside Vendors be used in any capacity? Yes No (Attach a list with services provided)

If Yes, Name All: _____

Will there be Volunteers from Outside of the Club Helping or Performing? Yes No
(Name their organization and what specific activities will they be providing)

If Yes, Name All: _____

Note: Minutes from all committee meetings must be forwarded (emailed) to both the RMCP Chairman and Vice Chair within two days of every meeting.