This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning process, and should only serve as a starting point for your discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with your advisor. Completion of this form does not imply approval or authorization of your event by Missouri State University.

<table>
<thead>
<tr>
<th>SERIOUSNESS OF RISK</th>
<th>PROBABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>II</td>
<td>II</td>
</tr>
<tr>
<td>III</td>
<td>III</td>
</tr>
<tr>
<td>IV</td>
<td>IV</td>
</tr>
</tbody>
</table>

Refer to the form on the back of this page to complete the following steps:

1. List all event activities. This should include all aspects of your event not just the general activity.
2. Identify the risks associated with each activity. Remember to think about very specific risks. *Examples:* External (weather, criminal acts), Organization Specific (contact sport, weapons, climbing), Common risks (traveling, crowd control, alcohol, hazing), etc.
3. Use the Matrix to assess your activities without using methods to manage your risks. Determine your initial score by finding the intersection with the seriousness and probability of the risk.
4. Brainstorm methods to manage risk. See if you can reduce the probability that something will go wrong.
5. Return to the Matrix to re-assess, using the methods to manage risk. Determine your final score by finding the intersection with the seriousness and probability of the risk.
6. Determine whether or not to conduct the event and/or modify/eliminate different activities.
STEP ONE: List all event activities

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

STEP TWO: Identify the risks associated with each activity.

1. ____________________________________________________________________________________
2. ____________________________________________________________________________________
3. ____________________________________________________________________________________
4. ____________________________________________________________________________________

STEP THREE: Use the Matrix to assess your activities, without using any methods to manage your risks. Determine your initial score by finding the intersection of seriousness with probability of the risk.

**Initial Score __________**

STEP FOUR: Brainstorm methods to manage risks. See if you can reduce the probability that something will go wrong.

1. ____________________________________________________________________________________
2. ____________________________________________________________________________________
3. ____________________________________________________________________________________
4. ____________________________________________________________________________________

STEP FIVE: Return to the Matrix to re-asses using the methods to manage risks.

**Final Score __________**

STEP SIX: Determine whether or not to conduct event and/or modify/eliminate activities.