

More like Jesus - Love God, Love People, Follow Jesus  
Event Plan

Please note: This event plan is to be used in conjunction with the Westcity Risk Management document and the resulting risk profile of the event included below.

<b>Event</b>	
<b>The why..</b>	
<b>Date</b>	
<b>Venue</b>	
<b>Approvals required</b>	Eg leadership
<b>Key Issues</b>	
<b>Communication needs:</b>	
<b>The message:</b>	
<b>Lessons Learned from past events</b>	
<b>Service Providers, (with contact numbers)</b>	
<b>Estimated Cost</b>	
<b>Event Coordinator</b>	
<b>Attendance numbers.</b>	
<b>Volunteer requirements:</b>	

To what degree is there potential for physical, emotional or spiritual harm to the participants and/or leaders? (1 – low, 5 – high)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
To what degree is there potential to create personal discomfort for participants or leaders?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
To what degree is there potential for the activity to become emotionally or physically out of control?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
To what degree are the leaders confident that they know what the possible outcomes of activity might be?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
To what degree is there potential that the leader may lose control of the activity, resulting in one or more people [or the leader] being subject to trauma from others?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>



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Overall level of risk for this activity	<b>High</b>	<b>Significant</b>	<b>Medium</b>	<b>Low</b>
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Does the benefit of this activity outweigh the possible risks that may be involved for the participants, leader or church?	<b>YES</b>	<b>NO</b>
Can the activity be modified to reduce the possible risks?	<b>YES</b>	<b>NO</b>
Are there critical incident and emergency procedures in place if required?	<b>YES</b>	<b>NO</b>
Does the ministry have suitably trained people to address critical incidents or emergencies?	<b>YES</b>	<b>NO</b>
Has this activity been approved by the church?	<b>YES</b>	<b>NO</b>

<b>What strategies or changes can be implemented to reduce the level of risk in this activity?</b>	
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