**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9053&utm_source=template-word&utm_medium=content&utm_campaign=Event+Risk+Management-word-9053&lpa=Event+Risk+Management+word+9053)Event Risk Management Template**

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| Event Name |  | Venue / Location |  |
| Event Date |  | Event Organizer / Contact |  |

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| Risk ID | Risk Description | Likelihood | Impact | Mitigation Strategy | Responsible Party | Status | Last Updated | Notes |
| **Weather** | |  |  |  |  |  |  |  |
| R-001 | Rain during outdoor event | High | High | Rent tents; have indoor backup | Logistics Lead | Mitigated | 09/01/25 | Confirm tent delivery. |
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| **Staffing** | |  |  |  |  |  |  |  |
| R-002 | Key speaker cancellation | Medium | High | Have alternate on standby | Program Coordinator | Monitoring | 09/02/25 | Speaker flight confirmed. |
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| **Technology** | |  |  |  |  |  |  |  |
| R-003 | A/V system failure | Low | Medium | Pre-event equipment test | AV Manager | In Progress | 09/03/25 | Include backup microphones. |
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| **Health & Safety** | |  |  |  |  |  |  |  |
| R-004 | COVID-19 exposure risk | Medium | High | Provide masks; increase ventilation | Safety Officer | Planned | 09/01/25 | Provide hand sanitizer stations too. |
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| **Other Risks** | |  |  |  |  |  |  |  |
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| Risk Assessment Completed By | Signature | | | Date |
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| Risk Assessment Approved By | Signature | | | Date |
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