

Pre-Event Planning Matrix

This Pre-Event Planning Matrix is designed to help you think about the risks associated with events/activities you are planning with youth. Please follow each Step then decide if the activity should or should not be conducted or conducted with modifications.

Name of the Event or Activity: _____

Step 1: List all activities that could cause illness, property damage, injury, financial loss or negative publicity for the organization that could stem from the event or activity you choose to do.

Step 2: Identify the type of risks associated with each activity. Is this activity associated with:

- People** – Youth, volunteers, employees, clients, donors, board members, and the public.
- Property** – Buildings, facilities, equipment, materials, copyrights, and trademarks.
- Financial** – Sales, grants, and contributions.
- Goodwill/Reputation** – Stature in the community, and the ability to raise funds and appeal to prospective volunteers.

Step 3: Use the Matrix below to assess the current level of risk with each activity you listed in Step 1 (see page 2 for directions).

	Probability			
Severity	A	B	C	D
I	High 5	High 5	High 4	Med 3
II	High 5	High 4	Med 3	Med 2
III	High 4	Med 3	Med 2	Low 1
IV	Med 3	Med 2	Low 1	Low 1

Name of each activity (in Step 1) **Score** (list from matrix)

TIP:

Determine your initial score by finding the intersection with the highest score. The lower the score, the lower your risk.

Step 4: Brainstorm methods to manage risks & to reduce the initial score. (List out)

Step 5: Return to the Matrix to re-assess the risk with each activity in Step 1 as a result of using the methods to manage risk.

Determine your final score by finding the intersection with the highest score. The lower the score, the lower your risk.

Step 6: Determine whether or not to conduct event and/or modify activities.

Modifications to Event/Activities

1. **Reduce Risk** – Change the activity or conditions to decrease the likelihood that a loss will occur.
2. **Avoid the Risk** – Do not conduct the activity if the risks are too severe and the possibility of occurrence is high.
3. **Transfer the Risk** – Find someone to share some of the risk. Ways to share the risk include carrying accident or medical insurance, using informed consent forms, or paying vendors for services.
4. **Assume the Risk** – Accept the risk and prepare for the possibility of loss to occur.

Pre-Event Planning Matrix

Levels of risk...

- I.** May result in death.
- II.** May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution.
- III.** May cause minor injury, illness, property damage, financial loss and/or could result in negative publicity for the organization and/or institution.
- IV.** Hazard presents a minimal threat to safety, health and well-being of participants.

Probability that something will go wrong...

- A.** Likely to occur immediately or in a short period of time, expected to occur frequently.
- B.** Probably will occur in time.
- C.** May occur in time.
- D.** Unlikely to occur.

Initial Score	
<input type="checkbox"/> High	
<input type="checkbox"/> Medium	
<input type="checkbox"/> Low	
Final Score	
<input type="checkbox"/> High	
<input type="checkbox"/> Medium	
<input type="checkbox"/> Low	

	Probability			
Severity	A	B	C	D
I	High 5	High 5	High 4	Medium 3
II	High 5	High 4	Medium 3	Medium 2
III	High 4	Medium 3	Medium 2	Low 1
IV	Medium 3	Medium 2	Low 1	Low 1

Activity/Task	Type of Risk	Possible Risks of Activity	Ways to Manage Risk	Needed Changes	We will The Risk
	(check all that apply) <input type="checkbox"/> People <input type="checkbox"/> Property <input type="checkbox"/> Financial <input type="checkbox"/> Goodwill/Reputation				(check all that apply) <input type="checkbox"/> Reduce <input type="checkbox"/> Avoid <input type="checkbox"/> Transfer <input type="checkbox"/> Assume
	(check all that apply) <input type="checkbox"/> People <input type="checkbox"/> Property <input type="checkbox"/> Financial <input type="checkbox"/> Goodwill/Reputation				(check all that apply) <input type="checkbox"/> Reduce <input type="checkbox"/> Avoid <input type="checkbox"/> Transfer <input type="checkbox"/> Assume

* Portions of this document were adapted from materials developed by Department of Student Activities at Texas A&M University, Ohio State University Extension, Kansas State Research and Extension, and the Alliance for Nonprofit Management.

