:VENTS CONSIDERATIONS CHECKLIST

Compliance Related Considerations						
Item	When required	Needed for this event			UB Provider	Arrange by
		Yes	No	NA		
Crowd Managers	When event exceeds 500 attendees: 1 designated crowd manager is required for every 250 attendees. Minimum of 2				UB Athletics	Athletics request
Weather Monitoring	Required for outdoor NCAA events, and Part 18 events (5,000 people or greater)				EH&S	EH&S Work Order
Fire Watch – Electrician at the Alarm Panel	Whenever the event requires silencing the fire alarms to avoid interruption of the event due to a potential false alarm				Facilities Customer Service (Electricians)	Facilities Work Order
Monitoring of Venue Capacity Limits	Every event must remain within the capacity limits. Capacity counting staff may be required for events with general admission.				Event Organizer	Internally
Tent Permits	When using Tents 15'x15' or larger				EH&S Fire Safety	EH&S Work Order
Authorization for Pyrotechnics	All Events with pyrotechnics, permit issued by NYS OFPC contact EHS for information				EH&S Fire Safety	EH&S Work Order
Open Flame Permit	All Events with open flame, permit issued by NYS OFPC contact EHS for information				EH&S Fire Safety	EH&S Work Order
Approval to limit exits or corridors during the event	Any time a path of egress is obstruction or altered including draperies or barriers				EH&S Fire Safety	EH&S Work Order
Maintain Emergency vehicle routes	If event modifies or makes emergency routes/access inaccessible, then local authorities need to be notified and approve the modification				EH&S Fire Safety	EH&S Work Order
ADA accessibility					Facilities Customer Service (FD&C)	Facilities Work Order

Food Permit	When an outside food vendor is used (that is not campus dining and shops) **for food** Food permits are not required: (1) For "Department only" private events (e.g., birthday party, retirement party, staff training) not open to the public. (2) For Informal gatherings (<10 people) Individuals consume their own food. Attendees did not receive a formal invitation (e.g., work group, study group, brown bag lunch). (3) For events serving commercially packaged food (e.g., granola bars, chips, etc.) (4) For events serving traditional baked goods (e.g., donuts, cookies, cake).				EH&S	On-line form: https://www.buffalo.edu/administrative-services/forms-catalog/facilities/on-campus-food-event.html
Food Trucks	Campus Dining & Shops has an exclusive contract with the University to provide food service on all campuses. Need approval from Campus Dining & Shops prior to completing a food permit application See also section on Outdoor Event Considerations regarding site prep issues If food truck will be in a parking lot it will also require approval from UB Parking and Transportation Services.				CD&S/ UB Parking Transportation Services	Samantha Seccombe | Executive Assistant | Campus Dining & Shops University at Buffalo 146 Fargo Quad, Buffalo, New York 14261 P: 716.645.5351 E: sseccomb@buffalo.edu www.myubcard.com Parking related: Matthew Reitmeier Assistant Director, Parking Services 106 Spaulding Quad P: 645-3943 mcreitme@buffalo.edu
Serving Alcohol	***Student Clubs*** - Need to complete an Alcohol Request form https://www.sa.buffalo.edu/forms/alcohol-request				CD&S	Samantha Seccombe | Executive Assistant | Campus Dining & Shops University at Buffalo 146 Fargo Quad, Buffalo, New York 14261 P: 716.645.5351 E: sseccomb@buffalo.edu www.myubcard.com

	Departments - Three Pillars (https://threepillarscatering.com/) holds the liquor license and exclusivity for the University. The Department needs to contact Three Pillars for approval. As per NYS law, the caterer needs to post their liquor license at the event. Alcohol should be restricted to a designated location. Attendees should be of legal drinking age and are not permitted to dispense alcohol at the event.					
Traffic/Parking	1. Date(s) and time(s) of Event 2. Event Location/Building(s) 3. Start/end time 4. Parking a. Number of Expected Attendees b. Number of Expected Vehicles c. Faculty/staff/students or visitors d. Parking Lot Desired e. Alternate f. VIP or ADA parking g. Lot closures i. Spaces reserved or lot blocked h. Road closures 5. Transportation a. Number of riders to determine size of vehicle b. Pickup / drop off time and locations				UB Parking Transportation Services	On-line request form: https://www.buffalo.edu/parking/forms/departmental-request-for-special-event-parking-and-tranportation.html Transit related: Leonard Hubbard Assistant Director, Transportation Services 106 Spaulding Quad P: 645-3943 leonardh@buffalo.edu Parking related: Matthew Reitmeier Assistant Director, Parking Services 106 Spaulding Quad P: 645-3943 mcreitme@buffalo.edu

Facility Considerations						
Item	When to consider	Needed for this event			UB Provider	Arrange by
		Yes	No	NA		
Special Custodial service/trash pick-up	Medium to large events that will generate heavier than normal use of bathrooms and waste receptacles.				Facilities Customer Service (Custodial)	Facilities Work Order
Snow clearance around the building and in lots used for event parking	If snowfall over 1" is expected outside of normal business hours and/or during the event.				Facilities Customer Service (Grounds)	Facilities Work Order
Tables and Chairs	If additional seating is required to be delivered and set-up.				Facilities Customer Service (Moving + Trucking)	Facilities Work Order
Prop delivery	If an event requires specialty items, such as: Flags, Repeaters, Stage, Podiums, Plants, Feather Flags, etc.				Facilities Customer Service (Moving + Trucking)	Facilities Work Order
Special Electrical Connections	If enhanced electrical service is required for the event				Facilities Customer Service (Electricians)	Facilities Work Order
Facilities Service Announcement	Notice required if impacts to the UB community due to the event				Facilities Customer Service	Facilities Work Order
Noise	If noise levels will penetrate the walls of the venue advance approval may be required				EH&S	EH&S Work Order
Restroom Availability	All events require adequate restrooms for the expected attendees. Contact Facilities Operations if questions.				Event Organizer/ Facilities Customer Service	Designate

Outdoor Event Considerations						
Item	When to consider	Needed for this event			UB Provider	Arrange by
		Yes	No	NA		
Clean up of the Grounds	If event is large enough to generate trash that will be left behind outdoors. Grounds and flower beds need to be cleared of debris and litter immediately preceding event, and until event has commenced. Dumpsters, Port-a-potties, or Outdoor Showers are required.				Facilities Customer Service (Grounds) and/or Parking & Transportation	Facilities Work Order
Preparing Grounds for Food Truck	Anytime a vehicle is expected to park on the grass, road, sidewalks or in a parking lot. If food truck will be in a parking lot it will also require approval from UB Parking and Transportation Services.				Facilities Customer Service (Grounds) and/or Parking & Transportation	Facilities Work Order Parking related: Matthew Reitmeier Assistant Director, Parking Services 106 Spaulding Quad P: 645-3943 mcreitme@buffalo.edu
Cranes, Lifts, Booms, helicopters	Any events using these items require review by EH&S/FD&C and designation of an exclusion zone.				EH&S	EH&S Work Order
Fire Extinguishers	Outdoor events may require fire extinguishers placed at strategic locations				EH&S Fire Safety	EH&S Work Order
Outdoor Stages and Platforms	Must meet code requirements for construction and assembly				EH&S/FD&C	Grounds and/or Parking & Transportation
Weather Contingency Plan	Needs to be incorporated in the Event Incident Plan				Emergency Management	EH&S Work Order
AEDs	For outdoor sporting events, concerts and other high exertion events it is recommended to have an AED present for emergency purposes				EH&S Fire Safety	EH&S Work Order
Fencing & Barriers	For events using fences and barriers for crowd control, approval and review required by Facilities				Facilities Customer Service/FD&C	Facilities Work Order

Event Safety and Emergency Management Considerations						
Item	When to consider	Needed for this event			UB Provider	Arrange by
		Yes	No	NA		
General First Aid	All events should have some ability to provide first aid for non-serious injuries				Event Organizer	Maintain a first aid kit at minimum
EMT Services	Part 18 events (required), or anytime there is a known risk and limited access to the site				AMR Ambulance	UBPD request
University Police Security	Larger events may require law enforcement security. Required for certain NCAA events.				UBPD	UBPD request
Event Security Staff	As required by the nature of the event and the number of attendees				UB Athletics	Athletics request
Scanners/Metal Detectors	As required for certain events with special security concerns				Outside vendor	Events Management
Event Incident Plan	Encouraged for every event to have an incident plan, required for larger events. Must include evacuation plan with identification of exits.				Event Organizer (Emergency Manager consultation)	EH&S Work Order
High-Risk Activity Revocable Permit	When a vendor is used to provide a high-risk activity (i.e., rappelling, ski jumping, axe throwing, etc.)				Procurement	Contact Procurement
Safety Walkthrough	As needed for most events, recommended for large events with tents or equipment that could present tripping hazards and other hazards				EH&S	EH&S Work Order
Drone Use	When unmanned aerial vehicles (drones) are used as part of the event. Requires EH&S designation of exclusion zone.				EH&S	EH&S Work Order
Laser Use	When Class III or IV lasers are used in laser light displays				EH&S	EH&S Work Order
Use of hazardous chemical, radiological or biological materials	Whenever hazardous materials are used in demonstrations or entertainment displays				EH&S	EH&S Work Order
Use of balconies, bleachers or other structural concerns	If not previously inspected/certified, then structural components may require inspection prior to the event				Facilities Customer Service (FD&C review)/EH&S	Facilities Work Order

Play equipment and bounce houses	Ensure that the equipment meets required safety standards and is properly anchored.				EH&S/FD&C	EH&S Work Order
Digging	Event related digging or excavation needs to be reviewed for Digsafe purposes (underground utilities				Facilities Customer Service (FD&C review)	Facilities Work Order
Use of Animals	Generally discouraged. Requires advance notice (minimum 2 weeks) & EH&S approval				EH&S	EH&S Work Order