

Offered through the Association of Bay Area Governments Pooled Liability Assurance Network

ABAG PLAN Invites You and Your Staff to:

Workshop Announcement

SPECIAL EVENTS RISK MANAGEMENT

Special events can be multifaceted opportunities for surprise. When planning a special event consider what can go wrong and what harm can come to critical assets: the people, income, reputation and goodwill of the organization. Is your organization ready to deal with: large crowds, weather, alcohol and food service, volunteers, contracts with vendors, certificates of insurance, security details, and parking associated with planning a special event?

Course Overview:

1. Understand the risk management process and how it relates to special events
2. Identify and assess the specific risks that could derail your special event
3. Risk Transfer Mechanisms
4. Determine what insurance coverage may be needed and how to obtain coverage
5. Accommodate people with disabilities
6. Maps, diagrams, and site plans
7. Develop communication plans for special event
8. Contingency plans for special event
9. Learn the steps to help your organization plan, prepare, and run a safe event.
10. Activity – Plan a special event: Identify the hazards, coordination, time line, corrective action, review and discuss the plan with peers

The workshop will also incorporate safety principles (such as fire protection and Cal/OSHA) as applicable into the course curriculum. There will be a case study with breakout groups learning how to properly plan a special event using best risk management practices.

A brief overview of Alliant's Special Events & Instructor Insurance Program will be provided

Participants will be provided with electronic templates, checklists, and other resources for planning and operation of special events.

Who should attend: decision-makers, planners, operation managers, and key support personnel as well as volunteer members on special event committees.

Presented by: Brent Escoubas, Vice President, Alliant Risk Control Consulting
Seth Cole, Senior Vice President, Alliant Insurance Services

DATE & Time: May 12, 2016, 10:00 am – 2:00 pm

LOCATION: Burlingame City Hall Council Chambers,
501 Primrose Road, Burlingame, CA 94010
Parking is available at the Library parking structure across the street
A parking pass will be attached to this Training Notice Emails

RESERVATIONS: Please register directly at <http://plan.abag.ca.gov/training.html>

Lunch will
be provided

City of Burlingame **VISITOR PARKING PASS**

Approved for Parking in City Lot A (Library parking structure)

on date(s) below only from 9:00 a.m. to 2:00 p.m.

MAY 12, 2016



Lisa Goldman
City Manager