

Security Event Pro Forma



EVENT DETAILS		
Event Title		
Date(s) of Event		
Time of Event	Start:	Finish: Total Hrs:
Location <i>Inc floor plans if needed</i>		
Event Coordinator	Name: Mobile:	
Event Contact person for Security on the day	Name: Mobile:	
Finance Details <i>Special instructions</i>	Fund Code:	Dept ID: Project ID:
Attendees / Guards <i>List how many attendees expected and how many guards required</i>	Estimated Number of Attendees: Number of Security Guards requested: Number of Ushers to Assist in Running Event:	
Event Summary <i>include brief description and purpose</i>		
Speakers <i>list names or attach separate run sheet</i>		
External Organisations <i>include any external organisations attending</i>	Organisation: Name: Mobile: Email:	
VIPs/Dignitaries <i>list any VIP's or Dignitaries attending</i>	Title: Name: Contact:	Title: Name: Contact:

SECURITY ASSESSMENT

<p>Please tick what applies to your event</p>	<p>Alcohol Served:</p> <p>BYO Alcohol:</p> <p>Ticketed Event:</p> <p>Political Topic:</p> <p>Registration required:</p>	<p>Open to Public:</p> <p>Attendance Fees:</p> <p>Religious Topic:</p> <p>WHS Assessment Done:</p>
--	---	--

<p>Building & Room Access Requirements:</p>	<p>Door Access / Programming: <include doors that need extended opening times></p>
--	---

<p>VIP Parking Requirements</p> <p><i>Please indicate if you require special parking arrangements for the event and email parking @unsw.edu.au</i></p>	
---	--

<p>Risks associated with event</p> <p><i>Include known risk factors, history or any previous concerns</i></p>	
--	--

<p>Submit form for Security Assessment</p>	
---	--

TO BE COMPLETED BY UNSW SECURITY MANAGEMENT

<p>Security Review:</p>	
--------------------------------	--

<p>Recommendation:</p>	<p>Guards Required:</p> <p>Standard Uniform Corporate Uniform</p>
-------------------------------	--

<p>Security Review Completed By:</p>	<p>Name:</p> <p>Signature:</p>
---	--------------------------------