

Oregon State University
Office of Risk Management

(OSU)
(ORM)

Special Event Coverage Form

Contact Person:

Phone:

Email:

Department Name:

Index number to be charged:

Date of event or activity:

Number of participants and/or spectators (after event is over):

Description of Event:

Once the event/activity is over, please inform the Office of Risk Management (ORM) with the actual number of participants and/or spectators.

Events/activities of **high risk require special approval** and may require additional safety measures prior to the event. PLAN AHEAD to insure you have met all the necessary requirements.

If you have any questions contact the Oregon State University (OSU) Office of Risk Management (ORM) at 737-7252