

# Primary Event Organizer

I, \_\_\_\_\_, hereby agree to act as the Primary Event  
Name

Organizer for the \_\_\_\_\_ event \_\_\_\_\_  
Student Group Event Name

\_\_\_\_\_, being held on \_\_\_\_\_.  
Date

I am fully aware that it is my responsibility to:

1. Organize the event.
2. Ensure that the planning of the event complies with risk management policy.
3. Ensure that the event is run within these regulations.
4. Ensure that the rules/procedures for the event are posted for all participants.
5. Ensure that the waivers and/or a list of names of all event participants are handed into Student Life Programs (JOR 03) no later than 72 hours following the event.
6. Ensure that every student assistant involved with the event is aware of his or her responsibilities.
7. Complete a detailed Incident Report and submit it to the proper authorities, if an incident or accident occurs.

I agree to uphold all the requirements of the Primary Event Organizer and agree to not consume any alcohol on the day of the event until the event ends and all the participants have safely dispersed.

Name: \_\_\_\_\_  
(please print)

Position in Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

*The primary event organizer will be held accountable to: the president of their organization and/or the Ryerson Student Union, Student Event Risk Management Committee, and to the University.*