**Event Organiser (Staff or External User) Self-Assessment Form**

**Event Information**

Please tell us about your plans for the event and confirm whether you are completing this form (i) as a member of staff organising an event; or (ii) on behalf of an External User

**1.Your name**

**2.Your email address**

**3.Your phone number**

*We will only use this to contact you about your event*

**4.Name of your Department/School/Faculty or Company**

**5.Name of your external speaker/s**

*If you have multiple external speakers for your event, please list them all*

**6.Event Title**

**7.Proposed Event location**

*If you have not arranged avenue yet, please state where you would like your event to take place*

**8.Proposed Event date**

*If event takes place over multiple dates, please give the first/start date We appreciate you sending in your request as early as possible, unfortunately requests received less than three weeks before an event may not be processed in time.*

**9.Estimated number of attendees and whether you are proposing that the Event is open to students/staff and/or members of the public**

1 – 29

30 – 59

60 – 99

100 +

Delete as appropriate: Students/staff/ members of the public

**10.Proposed Event start and end time**

*Please use 24hr format*

**Event Organiser’s Self-Assessment**

Please select the most applicable option for each of the statements about your speaker/s, providing more information where necessary. To complete your self-assessment please refer to the Assessors’ Risk Assessment Guidance [LINK]

**11.Risk of reaching proposed venue capacity limits (e.g. due to heightened media interest)**

Low

Medium.

High

**12.If you have selected medium or high, please explain why you have selected that option**

*Please include links where appropriate*

**13.Risk of speaker/s or event attracting public disorder e.g.protest**

Low

Medium

High

**14.If you have selected medium or high, please explain why you have selected that option**

*Please include links where appropriate*

**15.Risk of speaker causing or inciting to violence, hatred, personal harassment, alarm or distress**

Low

Medium

High

**16.If you have selected medium or high, please explain why you have selected that option**

*Please include links where appropriate*

**17.Risk of speaker/s inciting terrorism**

Low

Medium

High

**18.If you have selected medium or high, please explain why you have selected that option**

*Please include links where appropriate*

**19.Is the speaker/s representing an organisation on the UK government 'proscribed' list?**

*The updated government list can be found here:* [*www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2*](http://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2) *Note: If answering yes, it may not be lawful for the event to go ahead*

No

Yes

**20.If you have selected yes, please give more information (include links where appropriate)**