

## South Dakota Public Assurance Alliance

### Special Events Recommendations

Community celebrations, athletic events, street and park fairs, parades, rodeos, music events, golf tournaments – a sample of the wide variety of numerous special events SDPAA Members sponsor, host, or find themselves involved in as they work to make their communities vibrant.

Planning is an essential part of event success and not integrating sound risk management into your special events can spell disaster. Entities should have written guidelines, policies and procedures in place and a formal Special Event Plan which will help to minimize injuries, damages, and losses that might occur during these events.

A number of areas should be addressed in your guidelines, policies, procedures and plans. Those areas include but are not limited to:

- Types of events or activities your entity chooses not to allow due to high degree of risk of severe injury or damage to property
- Sale or consumption of alcoholic beverages
- Insurance, hold harmless/indemnification, and waivers of liability requirements of vendors, contractors and participants
- Necessity of supervision, security, first-aid, ambulance on site, fire fighters/equipment on site for certain events and activities
- Pre-event inspection procedure
- Emergency procedures

SDPAA always recommends involving your attorney regarding contracts and agreements associated with your special events.

The SDPAA is happy to assist you in evaluating your entity's exposure to loss relating to local special events. Please contact us at [sdpaa@sdmunicipalleague.org](mailto:sdpaa@sdmunicipalleague.org) or 800.658.3633.

For SDPAA's Sample Special Event Risk Management Checklist, [click here](#).

The City of Deadwood has developed a good ***Special Event Permit Application and Facility Use Agreement*** and graciously shares it for your use in managing your special events. [Click here](#) for Deadwood's document.

May all of your special events be successful!