

## 7 Risk Management

Risk Management is a critical part of event management with health and safety issues high on the list. Used properly, the principle of risk management should be applied to every aspect of an event and is really modern terminology for “what if”.

**Do not overlook this process or shortcut it as this is the first document that you will need to provide if a situation arises.**

Risk Management is the principle of working through your event and asking the question “what if this happens,” and then putting procedures in place to cover that outcome. It is in fact, a very simple procedure to go through and once this has been done, everyone involved in the event must be notified in a documented form.

- **Applying it to financial matters:**  
What if we don't sell our budgeted tickets?
- **Applying it to entertainers:**  
What if our guest artist doesn't arrive?
- **Applying it to an outdoor event:**  
What if it rains?

The event manager needs to do an overall event risk profile process which then needs to be broken down into a more detailed plan to be used to communicate to the wider group which includes anyone involved in the event including contractors. This should cover health and safety details.

- **Refer to the ‘Risk Profile Template’ on the online ‘Additional Resources’ section**
- **Refer to the ‘Risk Management Plan’ on the online ‘Additional Resources’ section.**



Enjoy... Breathe... Relax... Taste... Escape... Refresh  
Hawke's Bay Wine Country