



### Pre-Event Inspection Form

The *Pre-Event Inspection Form* is filled out by the Principal Crowd Manager and approved by the Event Host. The form must be completed before an event may take place.

#### SECTION 1 - EVENT INFORMATION

<b>Event Host Name</b>		<b>Event Host Phone Number / Email</b>	
<input type="text"/>		<input type="text"/>	
<b>Principal Crowd Manager Name</b>		<b>Principal Crowd Manager Phone Number / Email</b>	
<input type="text"/>		<input type="text"/>	
<b>Name of Event</b>	<b>Date of Event</b>	<b>Time of Event</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Name of Venue</b>	<b>Maximum Occupancy Load</b>	<b>Anticipated Occupancy Load</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

#### SECTION 2 - SAFETY INSPECTION INFORMATION

Inspection Items	Yes	No
1 Is one Crowd Manager assigned for every 250 occupants?	<input type="checkbox"/>	<input type="checkbox"/>
2 Have Crowd Managers received appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>
3 Are all paths of egress unlocked, accessible, and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
4 Are all exit doors operable?	<input type="checkbox"/>	<input type="checkbox"/>
5 Are all emergency exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>
6 Are fire extinguisher inspections current?	<input type="checkbox"/>	<input type="checkbox"/>
7 Are exterior stairways and means of egress free of snow, ice, and debris?	<input type="checkbox"/>	<input type="checkbox"/>

#### SECTION 3 - RESPONSIBLE PERSONS

<b>Person(s) Making the Emergency Exit Announcement</b>	<b>Phone Number</b>
<input type="text"/>	<input type="text"/>
<b>Person(s) Ensuring that No One Enters in Excess of Occupancy Load</b>	<b>Phone Number</b>
<input type="text"/>	<input type="text"/>

Environmental Health & Safety Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**Assigned Crowd Managers:**

First Name	Last Name	Affiliation	Size of Assembly
1. _____			1000
2. _____			1000
3. _____			1000
4. _____			1000
5. _____			
6. _____			1500
7. _____			
8. _____			2000
9. _____			
10. _____			2500
11. _____			
12. _____			3000
13. _____			
14. _____			3500
15. _____			
16. _____			4000
17. _____			
18. _____			4500
19. _____			
20. _____			5000
21. _____			
22. _____			5500
23. _____			
24. _____			6000
25. _____			
26. _____			6500
27. _____			
28. _____			7000
29. _____			
30. _____			7500