

## SPECIAL EVENTS LIABILITIES CHECKLIST

### Parades Event

	YES	NO	N/A
<b>Sponsoring organization provides city with a certificate of insurance naming city as insured with minimum limits of \$1,000,000 per occurrence/aggregate?</b>			
<i>Comments:</i>			
<b>Ensure that organizations conducting high risk activities such as vehicle demonstrations are covered by insurance and have signed waivers of liability.</b>			
<i>Comments:</i>			
<b>Is a cooling tent available for persons who have had overexposure to the sun or heat?</b>			
<i>Comments:</i>			
<b>Do marching bands and other walking groups provide water and assistance to their members?</b>			
<i>Comments:</i>			
<b>Participant selection based upon established criteria relating to time, place, and safety. Content of group's speech is not considered as a criteria (First Amendment violation).</b>			
<i>Comments:</i>			
<b>Road closure, traffic control coordinated through police, public works, or the Oregon Department of Transportation (if applicable)?</b>			
<i>Comments:</i>			
<b>EMS/Fire Service: Access has been preplanned to access parade venue and closed streets?</b>			
<i>Comments:</i>			
<b>Are parade entry/exhibit standards developed, posted, and enforced? Including:</b> <ul style="list-style-type: none"> <li>• Maximum height, width, length;</li> <li>• No firearms;</li> <li>• No smoking or drinking on parade float;</li> <li>• No water balloons or water sprayed on parade viewers;</li> <li>• Candy is handed out, not thrown from float;</li> <li>• Float trailers with exposed wheels - prohibited.</li> </ul>			
<i>Comments:</i>			
<b>Parade chart used to list and position each entry. Unregistered or "casual" parade entries are removed?</b>			
<i>Comments:</i>			

<b>Parade coordinator or designee inspects each parade entry for hazards and removes non-conforming entries?</b>			
<i>Comments:</i>			
<b>Horses and other animals:</b> <ul style="list-style-type: none"> <li>• Horse entries separated from loud music or noise producing groups;</li> <li>• Locate horse staging area away from other parade attendees and noise;</li> <li>• Designate a coordinator who will bring animals and riders/wagons into parade at appropriate time;</li> <li>• Provide a manure management system.</li> </ul>			
<i>Comments:</i>			
<b>Maintenance and Inspection –</b> <ul style="list-style-type: none"> <li>• <b>Inspect route, document and repair hazards such as broken sidewalks, loose meter lids, curbing, water gate valves, etc;</b></li> <li>• <b>Flag or barricade hazards that cannot be repaired prior to event.</b></li> </ul>			
<i>Comments:</i>			
Additional comments:			

This checklist is to be used as a general overview of potential exposures. It is not practical to design a checklist for every conceivable risk. Therefore, event coordinators should not rely on the questions in this checklist as the only issues that need to be addressed. Additional forethought and planning may be necessary to identify, analyze, and deal with other loss exposures.