



## PRIMARY ORGANISER CONTRACT (a.k.a. "P.O.")

Name of Primary Organiser: \_\_\_\_\_  
P.O. Contact info: Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_ hereby agree to act as the  
Primary Organiser on \_\_\_\_\_ (date) for the  
\_\_\_\_\_ (student group) event titled:  
\_\_\_\_\_ (destination/name of event). I  
will be acting as Primary Organiser from \_\_\_\_\_ (start time) to \_\_\_\_\_ (end  
time)

### Please read the following and check all that apply.

I am fully aware that:

- I will be held responsible for organising the event.
- I will ensure that the planning of the event complies with any precautions or recommendations agreed on by the Student Risk Management Committee and/or the SRM Coordinator.
- I will ensure to the best of my abilities, that the event is run within Student Risk Management policy and that any foreseen risks are minimized.
- It is my responsibility to ensure that each volunteer involved with the event is aware of his or her rights and responsibilities and that they have signed any necessary contracts and/or waivers.
- I am aware that my Student Group has a trained executive member in SRM policy and that person is aware that this event is taking place
- I will be held accountable to the executive of my Student Group and the SOR'ed body under which it falls, the Student Risk Management Committee, the Office of Student Affairs, and the University of Guelph.

I agree to uphold all the requirements of being the primary organiser and agree not to consume any intoxicants the day of the event until the event ends and all of the participants have safely dispersed.

Signature: \_\_\_\_\_  
Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

\*(Don't forget that you are allowed to have more than one Primary Organizer for trips that are longer than one night. If you would like to share responsibility with a second PO for another event that does not fall under this category, please speak to the SRM coordinator first)