



Australia's
Global
University

Security & Traffic Management

Security Event Pro Forma

EVENT DETAILS		
Event Title		
Date(s) of Event		
Time of Event	Start:	Finish: Total Hrs:
Location <i>Inc floor plans if needed</i>		
Event Coordinator	Name: Mobile:	
Event Contact person for Security on the day	Name: Mobile:	
Finance Details <i>Special instructions</i>	Fund Code:	Dept ID: Project ID:
Attendees / Guards <i>List how many attendees expected and how many guards required</i>	Estimated Number of Attendees: Number of Security Guards requested: Number of Ushers to Assist in Running Event:	
Event Summary <i>include brief description and purpose</i> Speakers <i>list names or attach separate run sheet</i>		
External Organisations <i>include any external organisations attending</i>	Organisation: Name: Mobile: Email:	
VIPs/Dignitaries <i>list any VIP's or Dignitaries attending</i>	Title: Name: Contact:	Title: Name: Contact:

SECURITY ASSESSMENT

Please tick what applies to your event	Alcohol Served: BYO Alcohol: Ticketed Event: Political Topic: Registration required:	Open to Public: Attendance Fees: Religious Topic: WHS Assessment Done:
Building & Room Access Requirements:	Door Access / Programming: <include doors that need extended opening times>	
VIP Parking Requirements <i>Please indicate if you require special parking arrangements for the event and email parking @unsw.edu.au</i>		
Risks associated with event <i>Include known risk factors, history or any previous concerns</i>		
Submit form for Security Assessment		
TO BE COMPLETED BY UNSW SECURITY MANAGEMENT		
Security Review:		
Recommendation:	Guards Required: Standard Uniform Corporate Uniform	
Security Review Completed By:	Name: Signature:	