I. List all event activities and tasks.

II. Identify the risks associated with each activity and/or tasks.
   - People
   - Property
   - Financial
   - Reputation

III. Use the Matrix to assess your activities, without using any methods to manage risks. (Determine your initial score by finding the intersection with the highest score. The lower score, the lower the risk).

IV. Brainstorm methods to manage risks and to reduce the probability something will go wrong.
   - What reasonable steps can you take to reduce risks?

V. Return to the Matrix to re-assess, using the methods to manage risks.

VI. Determine whether or not to conduct the event and/or modify activities. Ask yourself and the staff-committee: Is it worth the risks?
   - *Don’t forget to reflect on the mission and values of the University. Ask the question – “How does this event or activity further the mission and purpose of the organization and University?*