

# RISK IDENTIFICATION & PRIORITIZATION

*Purpose: Identify potential risks to your events and prioritize them based on likelihood and impact.*

*Instructions: Complete individually, then work with your table group to build consensus.*

## PART A: RISK BRAINSTORMING (10 MINUTES)

**Brainstorm potential risks across all categories. Write one risk per line. Be specific!  
You will indicate probability in the next step.**

### VENUE/INFRASTRUCTURE RISKS

Factors related to event location, facilities, and logistics

1. \_\_\_\_\_ Probability: \_\_\_\_\_
2. \_\_\_\_\_ Probability: \_\_\_\_\_
3. \_\_\_\_\_ Probability: \_\_\_\_\_

### TECHNOLOGY RISKS

IT systems, connectivity, and digital event components

1. \_\_\_\_\_ Probability: \_\_\_\_\_
2. \_\_\_\_\_ Probability: \_\_\_\_\_
3. \_\_\_\_\_ Probability: \_\_\_\_\_

### HEALTH/SAFETY RISKS

Attendee well-being, emergency preparedness, medical/wellness protocols

1. \_\_\_\_\_ Probability: \_\_\_\_\_
2. \_\_\_\_\_ Probability: \_\_\_\_\_
3. \_\_\_\_\_ Probability: \_\_\_\_\_

### WEATHER/EXTERNAL RISKS

Environmental conditions and unforeseen external events

1. \_\_\_\_\_ Probability: \_\_\_\_\_
2. \_\_\_\_\_ Probability: \_\_\_\_\_
3. \_\_\_\_\_ Probability: \_\_\_\_\_

## STAKEHOLDER RELATIONS RISKS

Relationships with partners, sponsors, vendors, and attendees

1. \_\_\_\_\_ Probability: \_\_\_\_\_
2. \_\_\_\_\_ Probability: \_\_\_\_\_
3. \_\_\_\_\_ Probability: \_\_\_\_\_

## POLITICAL/REGULATORY RISKS

Legal requirements, government policies, and compliance issues

1. \_\_\_\_\_ Probability: \_\_\_\_\_
2. \_\_\_\_\_ Probability: \_\_\_\_\_
3. \_\_\_\_\_ Probability: \_\_\_\_\_

## PART B: PROBABILITY-CONSEQUENCE MATRIX (10 MINUTES)

*Instructions: Indicate which risks in each category have a low/medium/high probability of occurring.*

### Risk Zone Definitions:

- RED ZONE: High probability - requires immediate attention and detailed planning
- YELLOW ZONE: Medium probability - monitor closely and develop contingency plans
- GREEN ZONE: Lower probability - awareness and basic preparation sufficient

## PART C: TOP RISKS SUMMARY (5 MINUTES)

*Identify your TOP 5 RISKS that require immediate attention.*

### PRIORITY RISK 1:

Risk Description: \_\_\_\_\_

Why is this a priority? \_\_\_\_\_

Current preparedness level:  Well prepared  Somewhat prepared  Not prepared

### PRIORITY RISK 2:

Risk Description: \_\_\_\_\_

Why is this a priority? \_\_\_\_\_

Current preparedness level:  Well prepared  Somewhat prepared  Not prepared



**PRIORITY RISK 3:**

Risk Description: \_\_\_\_\_

Why is this a priority? \_\_\_\_\_

Current preparedness level:  Well prepared  Somewhat prepared  Not prepared

**PRIORITY RISK 4:**

Risk Description: \_\_\_\_\_

Why is this a priority? \_\_\_\_\_

Current preparedness level:  Well prepared  Somewhat prepared  Not prepared

**PRIORITY RISK 5:**

Risk Description: \_\_\_\_\_

Why is this a priority? \_\_\_\_\_

Current preparedness level:  Well prepared  Somewhat prepared  Not prepared

**KEY INSIGHTS FROM THIS EXERCISE (5 MINUTES)**

*Discuss with your table.*

What patterns did you notice in your risk categories?

\_\_\_\_\_  
\_\_\_\_\_

Which risks are you currently unprepared for?

\_\_\_\_\_  
\_\_\_\_\_

What single points of failure did you identify?

\_\_\_\_\_  
\_\_\_\_\_

**NEXT STEPS:**

After this workshop, I will address these risks by:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_