

Program Best Practices > Protecting People >

Event Risk Analysis Template

By the Security Executive Council

An Event Risk Analysis template can help identify and organize risk factors to assist organizations in making informed event security decisions. Stakeholders can use the template as a starting place for event security planning, managing and communication.

Make sure all involved parties share a clear understanding of the values that define low, medium, and high, risk determinations for each risk factor.

Here are a few questions to consider for each risk factor. The full list of risk factor considerations includes more in-depth descriptions of situations that may impact risk for a given event.

Executive Presence

Does the presence of an executive VP or Board member warrant increased security?

Dignitary/VIP Presence

Will the event host government officials, celebrities, or other high-visibility attendees whose presence could pose an increased risk to the organization?

Intellectual Property/Proprietary Information

Could the event expose information that is critical to the core business strategy of the organizations or its partners?

Intelligence Factors

Will the event be held near a competitor's facility or in a region deemed high-risk by local or federal law enforcement?

Equipment/Physical Assets

Will there be high-value physical assets on site before, during or after the event?

Media Interest/Presence

Will the media cover the event heavily, and how does their presence impact participants?

Event Visibility

Will the event be of great interest local or internationally?

Number of Attendees

How will the number of attendees, vendors/contractors, partner companies and competitors impact security risk?

Venue/Site Location

Is there a risk of terrorist activity, kidnapping, street crime or local protest activity that could impact participant safety?

Site Vulnerability

Does the event site have adequate access control, connectivity, life safety technology, and disaster mitigation strategy?

Environmental Factors

Does the site have a high incidence of weather-related emergencies or disaster risks, and what infrastructure is in place to mitigate risk related to these?

Uniqueness of Event

Is there other information that could impact risk? Is another event being held concurrently at the venue, for instance?

Direct/Implied Threat

Is there a direct or implied threat against the event or its attendees? This could include stalking, PR risk, or threats of violence.

| Event Risk Factors | Risk Level | | | Comments |
|---|------------|-----|------|----------|
| | Low | Med | High | |
| Executive Presence | Low | Med | High | |
| Dignitary/VIP Presence | Low | Med | High | |
| Intellectual Property/Proprietary Information | Low | Med | High | |
| Intelligence Factors | Low | Med | High | |
| Equipment/Physical Assets | Low | Med | High | |
| Media Interest/Presence | Low | Med | High | |
| Event Visibility | Low | Med | High | |
| Number of Attendees | Low | Med | High | |
| Venue/Site Location (City/Country Risk) | Low | Med | High | |
| Site Vulnerability | Low | Med | High | |
| Environmental Factors | Low | Med | High | |
| Uniqueness of Event | Low | Med | High | |
| Direct/Implied Threat | Low | Med | High | |
| | | | | |
| OVERALL RISK | Low | Med | High | |

Visit the Security Executive Council web site to view more resources in the [Program Best Practices: Protecting People](#) series.

About the Security Executive Council

The SEC is the leading research and advisory firm focused on corporate security risk mitigation solutions. Having worked with hundreds of companies and organizations we have witnessed the proven practices that produce the most positive transformation. Our subject matter experts have deep expertise in all aspects of security risk mitigation strategy; they collaborate with security leaders to transform security programs into more capable and valued centers of excellence. Watch our [3-minute video](#) to learn more.

Contact us at: contact@secleader.com

Website: <https://www.securityexecutivecouncil.com/>