

## Crowd Manager Contact Form

The *Crowd Manager Contact Form* is filled out by the Principal Crowd Manager and approved by the Event Coordinator. This form must be completed before an event may take place for any event with 1,000 or more patrons.

### SECTION 1 - EVENT INFORMATION

**Event Coordinator Name**

**Event Coordinator Phone Number / Email**

**Principal Crowd Manager Name**

**Principal Crowd Manager Phone Number / Email**

**Name of Event**

**Date of Event**

**Time of Event**

**Name of Venue**

**Maximum Occupancy Load**

**Anticipated Occupancy Load**


### SECTION 2 - SAFETY INSPECTION INFORMATION

Inspection Items		Yes	No
1	Is one Crowd Manager assigned for every 250 occupants?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have Crowd Managers received appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all paths of egress unlocked, accessible, and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are all exit doors operable?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are all emergency exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are fire extinguisher inspections current?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are exterior stairways and means of egress free of snow, ice, and debris?	<input type="checkbox"/>	<input type="checkbox"/>

### SECTION 3 - RESPONSIBLE PERSONS

**Person(s) Making the Emergency Exit Announcement**

**Phone Number**

**Person(s) Ensuring that No One Enters in Excess of Occupancy Load**

**Phone Number**

**Additional Crowd Managers (First Initial. Last Name)**

- |          |           |           |           |
|----------|-----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ | 16. _____ |
| 2. _____ | 7. _____  | 12. _____ | 17. _____ |
| 3. _____ | 8. _____  | 13. _____ | 18. _____ |
| 4. _____ | 9. _____  | 14. _____ | 19. _____ |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ |