

Contractor Risk Assessment for Event Management Services

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

Subject: Risk Assessment for Event Management Services

Dear [Contractor Name],

We are writing to conduct a comprehensive risk assessment regarding your services for the upcoming event scheduled on [Event Date]. As part of our commitment to ensuring a safe and successful event, we require the following information:

1. Scope of Services

Please provide a detailed description of the services you will be providing during the event.

2. Risk Identification

List any potential risks associated with your services, including but not limited to:

- Personnel safety
- Equipment management
- Emergency response plans

3. Control Measures

Outline the control measures you will implement to mitigate the identified risks.

4. Insurance Coverage

Please provide proof of insurance coverage for your services, including liability insurance limits.

5. Training & Certification

List any relevant training and certifications held by your team members that pertain to event management and safety.

Kindly respond to this letter by [Response Deadline Date] to ensure adequate time for review.
We appreciate your cooperation in ensuring a safe event environment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]