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| **Exhibit 5-A1**  **Managing Risk Worksheet, Part 1** |
| **Step 1: List all aspects of the event** |
| Name of event/activity: |
| What is involved (examples: driving, sports/recreation, collecting money, concerts, outdoor events, etc.)? |
| How will the event/activity be conducted? |
| Purpose of the event/activity: |
| When does the event/activity take place? |
| Where will the activity be held? |