WHEN IS A RELEASE REQUIRED?

If an activity is voluntary and involves risk of injury or death or loss of personal property (including athletic and recreational activities) or involves international travel.

Advise Participants that a Release is Required When the Event is Announced.
Obtain Original Signed Release at Least 3 days in Advance of Event. (14 days if International Travel is involved)

Submit Original Signed Releases to Risk Manager.
Include a Typed or Printed List of Participants