

student activities

How To Plan An Event Using Inflatables At Florida State University

November 23, 2005

Inflatables Checklist

What you need in order to have a successful event

- Obtain a Special Events Permit from the Office of Student Activities at <http://union.fsu.edu/eventplanning/plan.html>.
- Before signing any contract with a vendor, let the Office of Student Activities look it over with you.
- Does the inflatable company of your choice have insurance?
- Tape down all electrical cords to avoid participants tripping.
- Make sure that the inflatable/game is staked or sandbagged in place, and that the operator is attending to their job. Stakes should not be near walkway areas where participants could fall on or over stakes.
- Make sure inflatables/games are in large open spaces and size appropriate.
- Does your inflatable require an electrical or water source?
- Warning signs as well as instructions for proper use of the inflatables should be clearly posted for people to see before they enter the inflatable.
- Train volunteers as to their job responsibilities.
- How many volunteers do you need for this event?
- Is there a first aid kit available or have you considered contacting First Responders?
- Allow for extra time for setup and tear down of the inflatable equipment.
- Make sure all participants sign a waiver before they participate in the use of any inflatable devices

Inflatables/Game Checklist

Determining your organizations needs

- Size of inflatable/game
- Amount of space you have to put the inflatable/game
- Contained versus Open inflatable/game
- Who is your audience (children, teens, adults?)
- Access to electricity

Some examples include

- Slides
- Water rides
- Lazer tag
- Obstacle courses,
- Sumu wrestling
- Jousting
- Climbing Walls

Choosing a vendor

- Will the vendor provide you with trained professionals to monitor and supervise the inflatables?
- Vendors may require that they alone may be responsible for the set-up of their equipment. This is not always the best idea.
- How much is the inflatable going to cost?
- Will you need volunteers for setup and break down? If so, how many?
- Does the vendor have any information regarding the safety reports of their equipment?
- Does the vendor have expertise setting up and providing inflatables?
- Will the vendor provide you references from past customers who can attest to their products performance?
- Does the vendor have insurance coverage?
- If the vendor does not require themselves to be present, what are their training requirements for your workers?
- Does your vendor have a summary of qualifications and a reference list?

Looking at the contract

- Have Student Activities look at the contract before you book with the vendor
- Have legal review waivers and contracts
- Do not make verbal agreements
- Beware of clauses that attempt to shift risk from vendor to you or your group/organization
- Know who can sign the contract for the University or organization

Equipment Information

- Make sure that you are close to an electrical outlet or water source. Inflatables/game requires electricity and sometimes a water source.
- Tape down all electrical cords to avoid participants tripping.
- We do not recommend that you set up the inflatable/game yourself. You may be asked to have some volunteers assist and confirm before booking how many volunteers would be needed to help.
- What condition was the equipment in when you received it? Make sure to return it in a likewise condition
- Is there an age limit on the different inflatables/game? Make sure that older/larger students are not on the inflatables not made for their size.
- Make sure that the inflatable/game is staked or sandbagged in place, and that the operator is attending to their job. Stakes should not be near walkway areas where participants could fall on or over stakes.
- Make sure inflatables/games are in large open spaces and size appropriate.
- Avoid inflatables on windy days
- Make sure that the ground area that you are placing the inflatable/game on is level and is without obstruction

Common Dangers with Inflatables/Games

- Tipping over/detachment (wind)
- Failure of grounding cables/improper anchoring and installation
- Collapse due to deflation (tears, rips, improper inflation) or overload
- Failure of safety ropes and harnesses
- Not providing/wearing proper safety equipment (helmets, etc.)
- Taping down extension cords

The Event

- Warning signs as well as instructions of proper use of the inflatables should be clearly posted for people to see before they enter the inflatable.
- Have participants sign a waiver (example attached).
- The attendant/volunteer needs also to make sure to inform participants of the risks associated with using the inflatable/game.
- You will need to have a certain number of attendants/volunteers. Refer to the manufacturer's instructions when determining the proper number.
- Train volunteers as to their job responsibilities.
- Plan for extra time to setup and break down the inflatable/game.

Common accidents and injuries using inflatables

- Collapse/deflation, resulting in falls and collisions
- Tripping and falling
- Colliding with others
- Skin burns
- Overexertion

Impact from accidents may include

- Bruises, cuts, and sprains
- Broken bones and teeth
- Concussions/head injuries
- Neck and spinal injuries
- Internal injuries
- Suffocation
- Death

Young children are the more likely to become injured and injuries are evenly divided among gender

You might be at risk for injury on an inflatable if you have/are a:

- Pre-existing back and neck conditions
- Chronic knee or joint conditions
- Heart and circulatory conditions
- Respiratory conditions, including asthma and bronchitis
- Casts or limb braces
- Pregnant women

Local and Regional Companies for Games

Name	Fun Machines Events
Location	Tallahassee, FL
Phone Number	850-386-5867
Website	http://www.funmachines.net
Name	SpaceWalk of Tallahassee
Location	Tallahassee, FL
Phone Number	850-580-5867, 850-284-8466
Name	Party Rentals
Location	Panama City, FL
Phone Number	850-785-4034
Email	PCPartyRentals@yahoo.com
Name	Romp a Room Inflatables
Location	Camden County Georgia, Northeast Florida
Phone Number	912-729-7953
Website	http://www.romparoom.org
Name	Spintacular
Location	North Carolina
Phone Number	1-800-929-2467
Email	jay@spintacular.com