

Instructions for Obtaining a Certificate of Insurance (COI) for Your Event

(FORM BELOW)

If your state/region is financially compliant, you may request a COI by submitting a completed COI Request Form (on page 2) to membership@acda.org. Contact your state/region treasurer to determine if you are compliant.

Please submit your COI request at least 30 days prior to your event. If you have not received your COI within 10 days of the event, contact Kelly Pearson at kelly@acda.org to ensure it is issued in time.

Instructions for Completing the COI Request Form

1. **Event Name:** Provide the official name of the event.
2. **Event Location (Name and Address):** Include the full physical address of the venue. Do not use a post office box or mailing address.
3. **Event Dates:** Specify the full duration for which insurance coverage is needed. If setup begins before the event, use that date as the start date, and end coverage when your team departs the venue.
4. **Estimated Attendance:** Provide an estimated number of attendees. This helps ensure appropriate policy limits and premium alignment based on potential risk.
5. **Food and/or Alcohol Service:** Indicate whether food or alcohol will be served. If so, identify who will be responsible for catering or service. This information is critical, as these activities introduce higher liability risks that are not always covered under standard general liability policies.
6. **Is the Insured holding any party harmless/does anyone need to be added as an additional insured?:** Indicate whether any party must be added as an additional insured or if there are hold harmless requirements. This information is typically outlined in the venue contract or provided in guidelines.
7. **Include any contracts or guidelines that assist us in creating the COI:** Attach any relevant contracts or guidelines. Including these documents helps ensure the COI is accurate and complete upon initial issuance.

The COI will be emailed to the address of the person who submitted the request. If the COI should be mailed to the venue or to another party, please state that in your request and provide their email address on the COI Request Form.

CERTIFICATE OF INSURANCE **REQUEST FORM**

1. Event name:

2. Location (Make sure the street address of the venue is complete.):

3. Dates:

4. Estimated Attendance:

5. Food/Liquor? If so, who is serving?

6. Experience in conducting an event of this type:

7. Is Insured holding any party harmless/does anyone need to be added as an additional insured?

Please attach a copy of the contract if available.

Send completed form to membership@acda.org