



MJ SORORITY PRESENTS

REQUESTING A CERTIFICATE OF INSURANCE

START HERE:
Have you reviewed
YOUR sorority's event
planning policies?

Have you
ensured that
you're following
your sorority's
event planning
guidelines?

NO

Yikes! Better go back and
review your organization's
policies!

YES

Is there a
contract or is
the venue
requesting a
Certificate of
Insurance?

NO

Then you
can
proceed -
you don't
need
anything
from MJ
Sorority!

YES

You can expect to
receive your
Certificate of
Insurance within two
weeks if there are no
complications.

We will do our
best, but
repeated
contacts will
push your
request to the
back of the
queue.

YES

Great, Ruth will be in
contact with any
questions! Make sure
you have added the
mjsorority.com
domain to your safe
sender list.

NO

We need a
minimum
of TWO
WEEKS to
process
Certificate
requests. Is
your event
at least
two weeks
away?

YES

Go to
MJSORORITY.COM.
Complete the
entire Certificate
of Insurance/Event
Review request
form and attach all
documentation,

Check out
mjsorority.com for
additional
resources!

Have a
fun event!