



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 the venue requesting a Certificate of Insurance or have you signed a contract with insurance verbiage?*

NO

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

YES

*Insurance verbiage includes: certificate of insurance, insurance or insured, liability, proof of insurance, additional insured, coverage.

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

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.

NO

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

YES

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

Check out mjsorority.com for additional resources!

Have a fun event!