

# QUESTIONS TO ASK THE VENUE OR VENDOR BEFORE SIGNING A CONTRACT FOR YOUR NEXT EVENT



1

DO YOU NEED A CERTIFICATE OF INSURANCE FROM MY ORGANIZATION?

2

IF YOU DO NEED A CERTIFICATE, WHAT IS THE LEGAL ADDRESS FOR THE CERTIFICATE?

3

IF YOU DO NEED A CERTIFICATE, DO YOU NEED TO BE ADDED AS AN ADDITIONAL INSURED?

4

CAN YOU PLEASE PROVIDE ME WITH A CERTIFICATE OF INSURANCE SHOWING YOUR LIABILITY LIMITS?

5

CAN YOU PLEASE PROVIDE ME WITH A CERTIFICATE OF INSURANCE SHOWING YOUR WORKERS' COMPENSATION LIMITS?

6

IF USING A TRANSPORTATION COMPANY, REQUEST A CERTIFICATE OF INSURANCE FROM THEM SHOWING THEIR AUTOMOBILE LIABILITY LIMITS.

7

IF YOU ARE SERVING ALCOHOL AT THE EVENT, COULD YOU PLEASE PROVIDE A COPY OF YOUR LIQUOR LIABILITY POLICY? AND PLEASE CONFIRM THAT YOU ALSO HAVE A LIQUOR LICENSE.

## NEXT STEPS

DETERMINE WHETHER YOU NEED TO CONTACT MJ SORORITY FOR A CERTIFICATE OF INSURANCE - SEE NEXT PAGE FOR HELP.

## NOW WHAT?

Once you have collected this information, consult your organization's event planning guide to be sure that the venue requirements comply with your policies.

If the venue/vendor needs a Certificate of Insurance or is asking to be added as Additional Insured, complete the Certificate of Insurance form at [mjsorority.com](http://mjsorority.com).

Use common sense - if you are hosting an alcohol-free event, you won't need proof of liquor liability insurance; if you aren't providing transportation, you won't need to see their automobile liability limits.

[CLICK HERE FOR FORM](#)