***TRAVELERS***

**SPECIAL EVENTS QUESTIONNAIRE**

**Named Insured: WESTERN ASSOCIATION FOR COLLEGE ADMISSION COUNSELING (WACAC) 8671D2066**

Are you the sponsor of the event? YES

Provide a description of the event (meeting, convention, seminar, reception): \_

Provide a description of your activities at the event? \_

Location of the event (address): Facility Name:

Street Address: City, State, Zip:

Dates of the event (including move-in & move-out):

Is anyone requesting to be named as an additional insured on your policy?

What is their relationship? Owner of premises where the event is being held?

Sponsor of the event? Other (Explain)

YES \_

\_ \_ \_

NO \_

## Additional Insured Information: Name:

Street Address: City, State, Zip: \_

Is a certificate of insurance required by another party?

What is their relationship? Owner of premises where the event is being held?

Sponsor of the event? Other (Explain)

YES \_

\_ \_ \_

## NO \_

Certificate Holder Information: Name:

Street Address: City, State, Zip:

**If you're acting as the sponsor of the event, please answer the following additional questions:**

Expected Revenues from the event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Attendance: Event will be held: Indoors \_ Outdoors \_

Will security to be provided? YES \_

NO \_

Describe:

Will first aid be provided? YES \_ NO \_

Describe:

Will food & beverage be served at the event? YES \_

NO \_

Will there be alcoholic beverages?

YES \_

NO \_

If yes, what is the estimated sale? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will food & beverages be provided? Catered by outside party

Catered by facility where event is being held

Your staff/employees Volunteers

Furnished Served

# \_ \_

\_ \_

\_ \_

\_ \_

If the event will be using the services of an outside caterer,

is the caterer providing a liability certificate naming you as an

additional insured with liability limits at least equal to your own? YES \_

Will there be amusement activities or fireworks? YES \_

NO \_

NO \_

If so, please describe:

Are exhibitors required by contract to carry their own liability insurance? YES \_

If yes, are the exhibitors required to provide you with an insurance certificate evidencing the existence of General Liability & Workers

Compensation coverage? YES \_

NO \_

NO \_