



## NCMEA Student Event Certificate of Insurance Request Form

Use only if your event site requires a certificate of insurance

In order to get a Certificate of Insurance for a student event site, please provide the NCMEA Executive Director with the following information, at least two (2) weeks prior to the event, so information can be forwarded to our insurance company. Be sure you get the correct contact person and email address.

<b>NCMEA Section</b>	
<b>Name of event</b>	
<b>Event chair</b>	
<b>Date(s) of event</b>	
<b>Time of event – Complete Schedule should be provided on a separate sheet.</b>	
<b>Location - name of the site, church, school, university</b>	
<b>Site address, including zip code</b>	
<b>Building or part(s) of the building to be used</b>	
<b>If your contract requires your site to be listed as Additional Insured, how does it need to be listed? (If this is needed, it should be in your contract; if it's not, leave blank.)</b>	
<b>Site contact person</b>	
<b>Person who should receive the certificate</b>	
<b>Email for person who should receive the certificate</b>	
<b>Number of student participants (estimated)</b>	
<b>Number of adult chaperones</b>	
<b>Security will be provided by</b>	
<b>Will food or beverage be provided?</b>	

Please provide information to the NCMEA Executive Director, preferably by email attachment.

NCMEA  
Susan Heiserman, Executive Director  
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