

# Schedule of Additional Events

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Your Company Name

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Event Name		Event Dates	Event Times	First Load-In Date	Last Date of Load-Out
Average Number of Daily Attendance	Total Estimated Attendance All Days	Event Indoors or Outdoors		Event Budget \$	
Names & Genre of all Bands / Performers					
Detailed Description of the Event					
Venue / Location Name			Address, City, State & Zip		
Venue Contact Person (First & Last Name)			Venue Contact Email Address		
Venue Additional Insured Wording (Usually found in your rental agreement)					

2

Event Name		Event Dates	Event Times	First Load-In Date	Last Date of Load-Out
Average Number of Daily Attendance	Total Estimated Attendance All Days	Event Indoors or Outdoors		Event Budget \$	
Names & Genre of all Bands / Performers					
Detailed Description of the Event					
Venue / Location Name			Address, City, State & Zip		
Venue Contact Person (First & Last Name)			Venue Contact Email Address		
Venue Additional Insured Wording (Usually found in your rental agreement)					

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Average Number of Daily Attendance	Total Estimated Attendance All Days	Event Indoors or Outdoors		Event Budget \$	
Names & Genre of all Bands / Performers					
Detailed Description of the Event					
Venue / Location Name			Address, City, State & Zip		
Venue Contact Person (First & Last Name)			Venue Contact Email Address		
Venue Additional Insured Wording (Usually found in your rental agreement)					

Once completed, save the form and email to [support@insurevents.com](mailto:support@insurevents.com)  
Use additional copies of this form if you are requesting quotes on more than these events.

I would like to ask all Areas and Groups who need the insurance to answer a few questions that will go with the form to the broker for certificate issuance process.

Please make sure you include this info;

1. Date and time
2. Estimated attendance
3. Cost of admission
4. Will food be sold?
5. Any entertainment (DJ, comedy, etc)
6. Activities (games, bonfires, etc)
7. Name and contact info of Area or Group trusted servant who's requesting insurance.
8. Fill out the form attached to my report.

NOTE: This is not all. Sometimes the broker would need more info according to the type of event, that I would inform you on a case by case situations.

If you happen to want add more events under the same applied coverage please use the following link:

<http://www.insurevents.com/addeven>