



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. The insurance company will email the certificate to the person on site who needs the certificate. Be sure you get the correct contact person and email address. Please note that school system district office personnel or the Board of Education receives certificates, not someone at a specific public school.

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

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

NCMEA
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