



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.

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? (If this is needed, it 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 (estimated)	
Number of adult chaperones	
Security will be provided by	
Will food or beverage be provided?	

Please provide information to the NCMEA Executive Director by email:
Susan Heiserman, Executive Director
sheiserman@ncmea.net