



## SPECIAL EVENTS SECURING APPROPRIATE INSURANCE COVERAGE

1. If you need insurance for your special event, please contact San Mateo County Schools Insurance Group (SMCIG) at 650-365-9180 and ask for Sherrill Ernest. Indicate you are inquiring about Special Events Insurance.
2. Be sure you have allowed enough time to have SMCSIG secure the appropriate special events coverage for you. **(You need to contact SMCSIG at least 10 days prior to your event)**
3. Be ready to provide the following information:
  - a. Type of event
  - b. Type of activities you anticipate providing (runs, walks, carnival, bocce ball, badminton, etc.)
  - c. Date/s of the event
  - d. Number of people you anticipate attending the event
  - e. Name of group/s sponsoring the special event (who is to be named insured)
  - f. Name of school district and location where event will be held
  - g. Whether you will be paying by check or credit card
  - h. Your name, phone number and email
4. Complete the Special Events Application and Credit Card Authorization Forms and email back to Sherrill Ernest at [sernest@smcsig.org](mailto:sernest@smcsig.org). Forms can be downloaded from SMCSIG's website at [www.smcsig.org](http://www.smcsig.org). Under the Insurance Program menu select Special Events Insurance (Alliant Insurance). Click on the quick-links to access the forms.
5. Based upon the information you provide, SMCSIG will provide you with the amount of premium for your event. In some instances, depending on the type of activity you are sponsoring, SMCSIG may have to directly contact the underwriter for the special events program to determine the appropriate premium. Some events have a higher risk than others. If this is required, it may lengthen the amount of time needed to complete this process.
6. Once your application has been processed, you will receive a Certificate of Insurance for your event by email. Please check to see that the information contained on the Certificate of Insurance is correct. If you have any questions concerning the Certificate of Insurance or concerning this process, please call SMCSIG at 650-365-9180.

Thank you.