

# PROOF OF INSURANCE REQUIREMENTS

If your conference site requires proof of insurance, please do the following right away:

Email to me at [pnwd@uua.org](mailto:pnwd@uua.org):

- name of the event
- name and address of site
- date(s) the site is reserved for event
- amount of insurance coverage required by site
- does the site require 1) simply a certificate of insurance or 2) listing as additional insured
- estimated arrival time and departure time
- approximate number of attendees expected
- approximate number of attendees who are minors
- site contact name
- site contact phone number
- site contact fax number
- site contact email address
- list of activities planned by the sponsors (i.e., workshops, worship, meals; and be sure to mention if there's anything planned like rock climbing, horseback riding, hiking, ropes course or other organized physical activities)  
*Note: If hair-dying is offered as an activity for minors, Church Mutual requires that you obtain signed parental permission in advance.*

Each request is processed through our insurance provider, who in turn issues the certificate of insurance directly to your site contact. In order to ensure that the process is completed in time, I need to receive the above from you **at least two to three weeks** before it is required by your site. Earlier notification is generally needed for Annual General Meeting sites.

Please send the required information as soon as you have your contract.

Thank you,  
Diane Brinson  
District Administrator, PNWD  
800-313-7693 toll-free within PNWD  
425-957-9116 local and out-of-district  
[pnwd@uua.org](mailto:pnwd@uua.org)