

Wilson M Beck Insurance Rob Lemire rlemire@wmbeck.com Anne Hogg ahogg@wmbeck.com PH# 236-425-1770 **For optimal service, please email both Rob & Anne at the same time when contacting Wilson M Beck.**

- *Provide the name of your Rotary Club and District*
- *Provide Date (s) of the event*
- *Provide a brief description of the event.*
 - *Some examples of events are*
 - *Auction*
 - *Fundraising Dinner*
 - *Duck Races*
 - *Golf Tournament*
- *Anticipated number of attendants*
- *Whether or not your club is organizing the entire event or simply providing volunteers.*
 - *If it is your club:*
 - *Will there be any Vendors at the event? If so, what type?*
 - *See EVENT COVERAGE TAB for Risk Management recommendations.*
- *Who is asking for the Certificate*
 - *If no one is asking and the intent is to simply notify the broker of the event no further information is required.*
 - *If a company, mall, municipality, venue owner etc. is requesting the certificate the following additional information is required:*
 - *Full legal name of the entity asking for the certificate*
 - *Their complete mailing address.*
 - *Also if they are requesting to be listed as an “additional insured” they will ask for this when they request a certificate from you. If they do not ask you, don’t ask them.*