

Event Insurance Instructions

We are excited to introduce to you the newly automated process to help you and your Chapter plan and prepare for your events that require liability insurance. Beginning January 31, 2023, you will use the link below to acquire the proper liability insurance for your Chapter's event. Chapters should complete the Event Insurance Application at least **45 days in advance of the event**, as some events and event contracts may require additional insurance carrier approval which carry additional processing times (i.e., chartered boats, specific policy endorsements, etc.).

Once Chapters have completed the Event Insurance Application and provided payment, payment will be processed, and Chapters will receive a confirmation email. **Please note** that the confirmation emails serve as proof of payment. If no additional insured certificate is required, then proof of payment serves as proof of coverage for the event. In the event that an Additional Insured Certificate is necessary, Chapters can expect to receive a response from Holmes Murphy within **four business days** from submission of the Event Insurance Application form. Holmes Murphy will provide additional guidance at that time.

Event Insurance Application Link: **YOU ARE TO FILL OUT THE FORM, PRINT & SCAN OR SCREENSHOT FORM AND UPDLOAD IT TO THE CHECK REQUEST. THE FORM WILL CALCULATE THE FEES PAYABLE. DO NOT SUBMIT ANY PAYMENTS. THE CHECK REQUEST SHOULD BE MADE PAYABLE TO** Delta Sigma Theta 1707 New Hampshire Avenue, NW Washington, DC 20009
<https://contributions.omegafi.com/contributions/product/delta-sigma-theta-insurance-application/>

Event Cancellation

In the event that a Chapter's event is cancelled Chapters should reach out directly to Holmes Murphy for assistance. Chapters should be prepared to present cause for event cancellation; proof of event cancellation; notice of cancellation to members and/or attendees; and proof of payment for event liability insurance. Once all necessary documents are provided to Holmes Murphy, a refund will be processed by Grand Chapter to the designated Chapter within **45 business days**. Please note that all refunds processed to Chapters will be reflective of a nonrefundable processing fee.