United Methodist Women, National Office
Special Events Insurance Request Form

Submit to UMW National Office 5 WEEKS before your event ONLY IF:
(1) your event will be 5 or more business days or 500 or more people OR
(2) you need a Certificate of Insurance for a smaller event.

Name of Event:  

UMW event organized by:  ___ District  ___ Conference  ___ Jurisdiction  ___ National Office

Date (s) of Event:  

Address of Event:  

Event Sponsor:  

Event Contact Name:  

Email address:  

Telephone #:  

Expected Attendance:  

Please email this application or any questions to:
  Wspencer@unitedmethodistwomen.org  or
  Hmui@unitedmethodistwomen.org

ABOUT EVENT INSURANCE:

The National Office maintains liability insurance that covers UMW special events organized by Districts, Conferences, Jurisdictions and the National Office. There is no charge to the District, Conference or Jurisdiction.

Events of less than 5 business days and under 500 people are automatically covered. For larger events, you must submit a Special Events Insurance Request Form to the National Office 5 weeks before the event. You may also submit the form if you need a Certificate of Insurance for a smaller event.

Regardless of event size, you must submit a Special Events Incident Report Form (attached) to the National Office within 24 hours of any incident or accident that occurs at your event.

Form Revised 01/27/20