

Liability Coverage Insurance Checklist for Event Planners

Date: _____

Event Name: _____

Event Date: _____

Event Location: _____

Checklist

- General Liability Insurance
- Personal Injury Coverage
- Property Damage Coverage
- Liquor Liability Insurance (if applicable)
- Workers' Compensation Insurance
- Certificate of Insurance from Vendors
- Proof of Coverage Limits
- Additional Insured Endorsement
- Policy Expiration Date Awareness
- Review Coverage Specifics for Event Type (e.g., festival, wedding)

Notes

Contact Information

Insurance Provider: _____

Contact Person: _____

Phone Number: _____

Email Address: _____