

**GEORGIA INSTITUTE OF TECHNOLOGY**  
Insurance & Claims Management

**Special Event Questionnaire**

Today's Date: \_\_\_\_\_

- Title of Event: \_\_\_\_\_
- Event Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_
- Describe Event: \_\_\_\_\_
- Sponsoring Organization: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_
- Number of participants: \_\_\_\_\_ Number of participants under 18: \_\_\_\_\_  
Approximate number of event attendees: \_\_\_\_\_
- Any vehicles involved?     Yes     No  
If yes, briefly explain: \_\_\_\_\_
- What facilities on campus will be used? \_\_\_\_\_
- Has Space Management been contacted?     Yes     No
- Lease agreement required?     Yes     No
- Will food be served?     Yes     No  
If yes, name of caterer? \_\_\_\_\_
- Will alcohol be served?     Yes     No
- Is there an admission charge?     Yes     No  
If yes, amount of admission? \_\_\_\_\_
- Sponsor insured by: \_\_\_\_\_
- Address of insurer: \_\_\_\_\_

Insurance & Claims Management will determine insurance requirements and may require certificates of insurance and signed waivers when formalized activities, groups, concerts, shows, performances, athletic events, and presentations require the use of campus facilities.

Insurance & Claims Management  
[gtinsurance.ask@business.gatech.edu](mailto:gtinsurance.ask@business.gatech.edu)  
Fax: 404-894-8552  
Mail Code: 0300