

Quick Guide to Obtaining a Certificate of Insurance

- The policy must provide bodily injury and property damage coverage protecting both the sponsor of the individual Post-Commencement Celebration and Trinity College
- The policy must specifically name Trinity College as an additional insured

Visit <https://tulip.ajgrms.com> and follow these steps:

- Screen 1: Select Quick Quote**
- Screen 2: Select State and The Location of Your Event**
CT, Trustees of Trinity College
- Screen 3: Choose Event Dates**
5/21/2023
- Enter the Average Daily Attendance**
the expected number of guests
- Screen 4: Select your Event Type**
Social Receptions – Outdoors
- Screen 5: Select Additional Coverage Options for your Event**
- Would you like excess coverage?**
Yes or No
Excess coverage provides additional coverage beyond the primary \$1,000,000 limit of liability included in the TULIP coverage to pay for claims that exceed the primary limit. There are options for an additional \$1,000,000., \$3,000,000., or \$5,000,000. in coverage.
- Will alcohol be sold during the event?**
Yes or No
This includes cash bars, charity events where tickets are sold, etc. By selecting Yes you will be purchasing additional Liquor Liability Coverage.
- Vendors, Exhibitors, or Performers**
Yes or No
Are you responsible for covering vendors or exhibitors for your event (caterer/concessionaire, DJs, booth exhibitor, etc.)?
NOTE: Vendors, exhibitors, and performers are not permitted at individual tents.
- Screen 6: Purchase Coverage**
- Event Title**
2023 Post-Commencement Celebration, Student Last Name
- Contact Name**
Parent/guardian or student sponsor. NOTE: contact name must match the name on the Post-Commencement Celebration Agreement and check.

Questions about Trinity College Requirements? Contact Trinity at:
commencement@trincoll.edu

Questions about the TULIP website? Contact TULIP at:
844.226.6097, M-F 8:30 a.m. – 5:00 p.m. MTN, or Denver.bsd.tulip@ajg.com