



**CALIFORNIA STATE UNIVERSITY, SACRAMENTO**  
Risk Management Services

**Special Event Insurance Request**

Special Event Insurance provided by Risk Management Services is only available for events on campus.  
Complete this form and turn it in 2 weeks before your event date to Risk Management at  
[susan.colley-monk@csus.edu](mailto:susan.colley-monk@csus.edu) | River Front Center 212 | Fax (916) 278-4359

Contact Information		
<u>Event Holder's Name</u>	<u>Event Holder's Address</u>	
<u>Point of Contact Name</u>	<u>Phone number</u>	<u>Email</u>

Event Information		
<u>Event Title/Name</u>	<u>Event Location</u>	
<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
<u>Age group</u>	<u>Number of guests</u>	<u>Will there be alcoholic beverages served?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Type of Event</u> (Also describe activities that will take place at this event, i.e. Birthday party with basketball game):		

RMS Office use only				
<u>Person Preparing Quote</u>	<u>Date</u>	<u>Premium Quoted</u>	<u>Date Cert Sent</u>	<u>Date Paid</u>

Revised February 2016