EVENT PLANNING FROM A-Z
Katie Morris, Senior Risk Management Analyst, Insurance & Risk Management
Kathy Welsch, Senior Director, Special Events, University Advancement

VLC
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Overview of the Process

TO DO LIST

Register your event with VUAA

VUAA approval and next steps

Contracts are reviewed by VU and returned to vendor

Vendor provides signed contract, COI, and liquor license (if required)

VUAA will advertise the event
Time is of the essence!

• At least 12 WEEKS in advance of the event, register with VUAA!!!

• Provide contracts, COIs, and liquor licenses as soon as they are received!!
Contracts

Any document that includes terms and conditions
• Venues, caterers, entertainers, etc.
• Reviewed to:
  – Protect Villanova and the group (make sure the contract is between the appropriate parties)
  – Remove sales tax for states in which we are tax exempt
  – Remove unfavorable terms or terms we cannot fulfill
  – Add Villanova’s terms

• Only Villanova has the authority to sign contracts.
Contract Process

1. Send contract to VUAA
2. VU will make any necessary changes
3. Contract is sent to vendor. Request COI and liquor license.
4. Vendor provides contract, COI, and liquor license.
5. VU reviews and approves documents. VU signs contract.
Alcohol sales include:

- Group/attendees paying for alcohol consumed at the event
- Charging attendees a price to attend the event
- Monetary donations

Alcohol sales require a liquor license

Special Circumstances
Events at Personal Residences

• Notify the homeowners:
  – We recommend a special events policy that includes host liquor liability (the event lead has this language and shares with the homeowner).
  – Otherwise, the homeowner’s insurance policy would respond to claims.
Transportation

• Provide the transportation company name and US DOT number so Villanova can properly vet the transportation company.
• Once vetted, the transportation company will need to sign the Transportation Rider and provide an insurance certificate.
• Villanova has a list of already approved vendors.
• Attendees may need to sign a waiver – why?

Insurance & Risk Management Website>Transportation Requirements>Preferred and Approved Transportation Companies
Questions?