



## Specialty Underwriting LIVE Event Service Providers Program Event Planners/Producers/Coordinators



### SUBMISSION REQUIREMENTS

- ACORD forms for all lines required:
  - *General Info (125)*
  - *General Liability (126)*
  - *Property (140)*
  - *Floater (140)*
  - *Auto (127)*
  - *EDP (148)*
  - *Excess or Umbrella (131)*
  - *Workers' Compensation (130)*
- Loss Runs – At least three years all currently valued
- Services Agreement they provide to their owners
- Copies of contracts they typically use when hiring vendors
- Supplemental Applications – Take1 application is preferred but we will accept applications from other carriers or MGAs
- Website(s) of Insured
- Social media addresses of insured
- Named Insured Evaluation Sheet when needing more than one Named Insured
- Resumes/Bios, especially for any newly formed entities

### HOW TO EXPEDITE YOUR QUOTE

Providing the following additional items will help reduce quote time:

- Narrative of what insured does, with special emphasis on discerning features that place the account in the best possible light to underwriters reading about the insured for the first time
- Expiring Premiums
- Need-by date

### WHERE TO SEND SUBMISSIONS

Submit materials to Caleb Heckley at [caleb.heckley@take1insurance.com](mailto:caleb.heckley@take1insurance.com).

Take1 understands the unique needs of event planners, producers and coordinators to assure competitive pricing and comprehensive coverages.

**Take1 or take your chances.**

### Contact us to find out more.

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