

HOW TO COLLECT LIABILITY INSURANCES

Step 1: Email the venue to see which vendors they already have on file. Insurance certificates are good for a year, so if vendors work at this venue frequently, they may already be on file. This saves you time by only emailing the necessary vendors

*Note: EACH VENUE has different wording and requirements. Be sure to obtain the venue's exact requirements before reaching out to vendors.

Step 2: Email all vendors that are not on file. In this situation, I e-mail myself and BCC all vendors to save time only writing one email. This also keeps everything in one thread. After many vendors "replying all" unnecessarily, I started BCCing everyone.

Example Wording Of Email:

Good morning!

We are greatly looking forward to working with you in a few months at the INSERT VENUE for INSERT CLIENT wedding! The INSERT VENUE has let us know that they do not have a current copy of your insurance on file.

Below is the EXACT wording to be listed as the additional insured on your certificate

The wording is as follows:

Insert the exact wording/address the venue has provided you with

If the venue also requires a signed vendor code of conduct, attach it and instruct them to fill it out

Please let me know if you have any further questions. Thank you so much and have a wonderful day!

Step 3: Follow Up, Follow Up, Follow Up! Honestly, so many vendors blow off this contact. It's not fun for them, and many vendors aren't even thinking about this wedding until a few weeks out. Just stay on top of them and acknowledge you know it's annoying, and so appreciate their help.

What If A Vendor Replies With, "I Don't Have Insurance"

If a vendor responds and says they do not have insurance, I genuinely get the venue involved. I will respond back to the vendor and cc the venue contact and let them know they can purchase a one day policy from www.rvnuccio.com

Step 4: Once you have collected the insurance certificates and necessary from documents from ALL vendors, zip them into a folder and send it to the venue. Venues will appreciate receiving one email with all documents, rather than constant emails to keep track of.