Vendor contracts and insurance

05 · Vendors & Entertainment · about 12 minutes

Scope, deposits, cancellation, substitution, COIs, additional insured. Use the contract outline and understand what a certificate of insurance actually proves.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Review a vendor contract with the outline

2. Collect and check COIs

3. Handle substitutions and cancellations

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

A COI proves

A substitution clause covers

Answers are on the lesson page after you take the quiz.

One line to remember