



The WICT
Network
Empowering Women
In Media, Entertainment and Technology

How to Acquire a Certificate of Insurance

Proof of insurance/Request for certificate of insurance can be granted from The WICT Network's insurance provider, Waltery Insurance Brokers, Policy Number 42SBAPI8177. Chapters can send an email to commercial@waltery.com or contact the Customer Service Department at (800) 638-8791. Be sure to have the following information available when placing the call:

- Chapter Name
- Name and contact information of officer/member requesting certificate
- Name of event the chapter is hosting
- Event description - certain events with higher exposures may result in additional charges. (i.e. Golf events, 5 K walks, Athletic Events, Dances, Casino Nights, etc.)
- Event location
- Event date
- Facility and contact information (including phone, fax and email) requesting proof of liability coverage
- Copy of insurance section within the facility contract
- Is the facility requesting to be named as an additional insured?
- When does the facility's contact need to see this certificate by (deadline)?

Let me know if you have any questions.

Thanks, Bill

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William J. C. Coady, AAI

Waltery Insurance Brokers
7411 Old Branch Avenue
Clinton MD 20735

800-638-8791
Fax 301-868-2611