

Quick Guide to Obtaining a Certificate of Insurance

- The policy must provide bodily injury and property damage coverage protecting both the sponsor of the Individual Post-Commencement Celebration and Trinity College
- The policy must specifically name Trinity College as an additional insured

Visit <https://tulip.ajgrms.com> and follow these steps:

1. **Select Quick Quote**
2. **Location and Venue:**
 - **Select the state in which the event will be held:** Connecticut
 - **Select the entity:** Trustees of Trinity College
3. **Dates and Attendees**
 - **Select Dates for Your Event:** May 18, 2025
 - **Average Daily Attendance:** your expected number of guests
4. **Event Type**
 - **Select your event type:** Social Receptions - Outdoors
5. **Coverage Options**
 - **Excess Coverage Amount:** Optional. Excess coverage provides additional coverage beyond the primary \$1,000,000 limit of liability included in the TULIP coverage to pay for claims that exceed the primary limit. There are options for an additional \$1,000,000., \$3,000,000., or \$5,000,000. In coverage.
 - **Vendors, Exhibitors or Performers:**
Are you responsible for covering vendors or exhibitors for your event (caterer/concessionaire, DJs, booth exhibitor, etc.)?
 - **Will alcohol. Be sold during event?**
This includes cash bars, charity events where tickets are sold, etc. By selecting Yes, you will be purchasing additional Liquor Liability coverage.
6. **Purchase Coverage**
 - **Event Title:** 2025 Individual Post-Commencement Celebration
 - **Contact Name & Address:** Must match the student and or parent/guardian sponsor name on the Individual Post-Commencement Celebration Agreement.

Questions about Trinity College requirements? Contact Trinity at:

860.297.2170 or Commencement@trincoll.edu

Questions about the TULIP website? Contact TULIP at:

844.226.6097 or Denver.bsd.tulip@ajg.com

M-F 8:30 a.m. – 5:00 p.m. MTN