

ABATE OF FLORIDA, INC.

STANDARD OPERATING PROCEDURE

ORDERING EVENT INSURANCE

1. START EARLY, START EARLY, START EARLY
2. Any flyer that advertises the event as an ABATE OF FLORIDA, INC. event needs to have prior approval and event insurance.
3. You need to check with your County Government to see if they require any additional permits to be obtained before the event is scheduled.
4. All flyers must adhere to the STANDARD OPERATING PROCEDURE for EVENT FLYERS.
5. Flyers must be approved by the state office before any type of publishing can occur.
Please see the Event Publishing guidelines. You can send email them to the state office for any change approval once they are approved you must mail originals in to the state office Pack should include Check , Flyer , Insurance request property release
6. Once approval has been received you need to send the state office a hard copy of the approved flyer, insurance request, check, property release and proof of property insurance if the property is allowing you to use the common area of the establishment.
7. After the state office has received all required paperwork the insurance is ordered.
The longer you take to get all the paperwork to the state office, the longer it takes to order the insurance and the longer it takes to receive confirmation of insurance.
8. The insurance company sends a email to the state office confirming insurance. I then send your chapter president or vice president an email confirming insurance.
9. Now you can start advertising your event.
10. When the notification of insurance is sent to you a reminder of using the print and sign waivers is also sent and COVID 19 waiver. EVERYONE needs to print their own name and sign their own name. Their real name not a nickname. If something does happen at your event there is no way to prove that person was actually there.
11. You now have 10 days after the event for the state office to receive all the original print and sign waivers , sign in sheets and Covid 19 wavers, from that event. If the waivers are not received within 10 days your chapter will be sent a letter by registered mail that you owe a \$50.00 fee. The print and sign waivers are required by the insurance company.
12. Any event that has to be cancelled needs to be canceled two weeks prior to the event. You will not receive a credit if the event is not cancelled before the two weeks prior to the event. Except in the occurrence of inclement weather then the state office needs to be contacted that day or sooner.
13. If you have any questions please contact the state office before they become a problem.

Please submit all flyers and paperwork to:

ABATE OF FLORIDA, INC.
PO Box 614
Cantonment Fl 32533-0614
Phone (386)943-9610 FAX (850)361-1118
Email: flabatestateoffice@gmail.com