**The Special Events Application is now in Origami!**

The form should be found at the top of the Origami screen once logged in, or under the Policies drop-down.

**Instructions**
The form will mirror, in flow, the physical form to which we've been accustomed. Required fields are marked with red asterisks *.   Most fields are required.

To submit New Special Event Insurance Requests, click that option in the top right of the page.

**System Member Information:**
*Member Lookup*:  Choose Tarleton State University and the Risk Manager and Risk Liaison will auto-populate.

*Reported by Lookup*:  Type in the first and last name of person entering the information.

*Event Coordinator*:  Program Director of the event, Sponsor of Registered Student Organization, etc.  The employee search field is provided for this lookup. Simply click within the field, and start typing the employee's name; or, click the magnifying glass and use the search fields provided.

*Department*:  Type in name of the department

*Event/Program Information*: Details of the event / program are required here.

Estimated premiums are auto-generated based on:
　　　1) the entered participant count,
　　　2) the total number of days, and
　　　3) the event type

Event Type:  Choose Sport or Non-Sport (rate is based on this event type)

Total number of days are auto- calculated based on the start and end dates.

Event location information may be selected from the on-campus lookup, if hosted at one of our listed locations; or manually entered.

If a Certificate of Insurance is requested, entry users must indicate so, and must provide the COI holders' information.

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Once the form is completed, auto-generated email notifications will be sent toK

> Entry User,
> Risk Manager,
> and Risk Liaison, with a copy to System Office of Risk Management (SORM).
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> Under separate cover, though simultaneously, auto-generated email notifications Á
> will be sent to the Broker, with a copy to SORM.

The Broker will be instructed to confirm coverage. Once confirmed, the Entry
User, Risk Manager and Risk Liaison will receive an auto-generated email notification.

Once the premium invoice is attached to the file by the Broker, an auto-generated email
notification will go to those previously-identified recipients; the same goes for the COI, if a
copy is requested.

NOTE:  The premium calculated within the form is just an estimated premium. The actual
premium shown on the premium invoice may differ.

Tasks will be assigned to Risk Manager, with Risk Liaison as backup responders, for follow-
ups to the Broker seven (7) days after coverage has been added, if the COI/invoice are not
received by then.

Modifications to insurance requests, for items like dates of coverage, participant counts, or
event types will also trigger auto-generated notifications to the previously identified recipients,
and to the Broker.

The Special Events policy users must provide the estimated number of participants.

Should the participant attendee count be less than the estimated participant count, the policy
will not be audited (or changed) for the potential of returned premiums.

Premium adjustments may be considered only under exceptional circumstances.

If coverage is rejected by the broker, an auto-generated notification will also be provided.
SORM will explore the reason for the declination of coverage and explore alternate coverage
options.