Planning your On-Campus Event
Contacts

Scheduling
  o events@calpoly.edu
  o 756-5550

Conference & Event Planning
  o conference-eventplanning@calpoly.edu
  o 756-7600

Administrative Compliance Services
  o acs-afd@calpoly.edu
  o 756-5447

Facilities
  o facilities-cbs@calpoly.edu
  o 756-5555

University Police
  o police@calpoly.edu
  o 756-2218

Accounts Payable/Hospitality
  o 756-2291

University Catering
  o cateringsales@calpoly.edu
  o 756-1177

Contracts & Procurement
  o purchasing@calpoly.edu
  o 756-2232

Food Safety
  o ebrooks@calpoly.edu
  o 756-7009 or 756-7479

Risk Management
  o riskmanagement@calpoly.edu
  o 756-6755
What Type of Event am I Hosting?

Internal
An event fully hosted by a University department or division is an internal event except when
1) offered in conjunction with an off campus entity inviting off-campus individuals to the event,
or 2) fees for admission or participation in the activity or event are charged to attendees.
Internal groups are not exempt from direct costs.

Direct Scheduler: University Scheduling, in partnership with Dean of Students, Athletics, New Student and Transition Programs, and ASI.

Sponsored or Co-Sponsored
An event hosted by a University department or division in partnership with an off-campus entity is deemed a sponsored or co-sponsored event.

Sponsored events are under the approval of colleges or divisions. The Cal Poly college or division fully covers the liability and financial responsibility and invites off campus attendees to the university.

Co-Sponsored events share liability and financial responsibility. The Cal Poly college or division and the outside group each assume a portion of the total liability. Conference and Event Planning is required to collect license agreements and insurance from the outside group* for liability reasons.
*Conference and Event Planning can help outside groups acquire additional insurance if needed.

Direct Scheduler: Conference and Event Planning in partnership with the sponsoring department or division.

External or Non-Sponsored
An event hosted by an off-campus entity is deemed an external or non-sponsored event. These events are licensed by Conference and Event Planning but in no way sponsored by the university. Groups falling within this category are not exempt from direct costs. External groups must pay fees to use state facilities and resources.

Direct Oversight: Conference and Event Planning
Your “One Stop Shop” campus resource for a successful and enjoyable University event

- **One Contact** through which a planner secures all University services
- **One Contract** that covers all services the planner will receive
- **One Bill** for all services, itemizing event expenses and revenues

**Event Management Services**

CEP Services can include, but are not limited to:

- Contract/License Agreement
- Insurance
- Housing Accommodations (Summer only)
- Facility Coordination and Reservations
- Food and Beverage Service Coordination
- Payroll Services
- Rental Coordination
- Transportation Procurement
- On-site Event Staffing
- Signage

**Event Registration Management Services**

- Organize, create, host and control an event registration website designated specifically for the client using CEP’s licensed software application
- Set up and maintain an event account to manage payments and expenses
- Send weekly registration reports
- Process refunds (per refund policy)
- Staff the Conference Center Front Desk Monday-Friday 8am-5pm to provide customer phone support
- Host a registration desk during the event to accept on-site payments.
- CEP will provide the client with a post-event participant registration report containing names of event participants, date of registration, amounts paid, and other information obtained at registration

Located in Poly Canyon Village, Aliso 171A

756-7600  www.calpolyconferences.org  conference-eventplanning@calpoly.edu
Alcohol Service Requests

Cal Poly requires that an Alcohol Service Request eForm be completed in order to sell or serve alcohol, on or off-campus, based on the following guidelines:

When to Submit a Request

Helpful sites:

- Alcohol Service Request (ASR) Submission Guide: https://afd.calpoly.edu/acs/asr/guide
- ASR Approval Guide: https://afd.calpoly.edu/acs/asr/approve
- ASR Instructional Video: https://afd.calpoly.edu/acs/asr/video/

- CAP 172 Alcohol Policy link: http://policy.calpoly.edu/cap/finalTOC.htm
- Campus Dining link: https://calpolydining.com/catering/waiversandpolicies.asp
- Facilities event request form link: http://registrar.calpoly.edu/event-request-form

Contact Administrative Compliance Services -
email acs-afd@calpoly.edu or phone 805-756-5447
Events

Building Permit Application/Four (4) Weeks Notice
https://afd.calpoly.edu/facilities/forms.asp

Michael Hogan CASp mhogan@calpoly.edu
Construction Inspector
Facilities Planning and Capital Projects
Cal Poly State University
Desk (805) 756-7227
Cell (805) 471-3732
Fax (805) 756-7566

Fire and Life Safety/State Fire Marshal

Permit: Indoors
1. Name, Description of Event, Sponsor
2. Start Time, End Time, Number of People Expected to Attend (including vendors)
3. Cooking?
4. Layout: Aisle Widths, Dimensions between tables, Dimensions to exits, etc.
5. Location of Electrical Panels
6. Location of Fire Extinguishers

Permit: Outdoors
1. Name, Description of Event, Sponsor
2. Start Time, End Time, Number of People Expected to Attend (including vendors)
   a. Tent/Canopy
      i. Site Layout with 20 foot minimum dimensions to adjacent buildings
      ii. Layout under tent/canopy w/dimensions of aisle widths
      iii. Fire Extinguishers, Lighted exit signs, Emergency Lighting, No Smoking Signs
      iv. Electrical Power/Extension Cords/Generators
   v. Cooking/Barbeque Pits
   vi. Catered/Buffet
   vi. Restrooms

Accessibility and the ADA

Indoor Events
1. Parking, Accessible paths of Travel, Entrances, Restrooms
2. Compliant Surfaces (Hard surface or ½ inch high max carpet) and transitions
3. Dimensioned Indoor Layouts: dimensions between tables, aisle widths, exits, etc.
4. Lines of Sight, compliant heights, protruding objects, etc.
Accessibility and the ADA

Outdoor Events

*****Cal Poly Has Almost no Accessible Outdoor Event Venues*****

1. Parking, Accessible paths of Travel
2. Compliant Surfaces: Concrete, Asphalt, Pavers (Grass is not a Compliant Surface)
3. Event Location (2% slope two directions)
4. Accessible Buffets, Info Tables, Booths, etc
5. Accessible Restrooms
6. Stages and Platforms and Ramps
Reserved Parking Lots: Fee is for booths or vehicle use $6.00 per space, per day.
Please note that a section of the R1 parking lot (400 spaces) will be the ONLY area that can be reserved Mon.-Fri. for event purposes. Weekend reservation request for parking lots will be approved or denied depending on availability.

Charge Back for Event Permits - $6.00 per vehicle; charge back includes:
*Please note this will change to $10.00 as of July 1, 2016*.
No fee to event host for CSOs issuing permits to attendees.
Signage is not included.
2 CSOs / 2 hour minimum.
Spaces are not individually signed or reserved; it is a first come first serve basis in the parking lot

A $10.00 per event permit fee will be charged for all cash handling events; attendees pay for their own event parking permits (not sponsored by a CP dept. or club).

Individual Reserved Parking Spaces:
$15.00 per space, per day.
1 A Frame that reads “Reserved for (name and date)”.
For the convenience of the host and guest, the parking permit fee is included in the per space costs.
A $25.00 Setup and Take down fee for 1-5 signs; $50.00 fee for 5 or more. (This fee is for reserved signage as well as directional signage).

Additional Fees:
Directional signage leading attendees to the parking lots from campus roadways. The pricing varies based on size, wording and graphics. (Signs begin at $35.00).

Additional Staffing:
As required or deemed appropriate by UPD, cost billed at an overtime rate of 1.5. (Estimates can be provided prior to the event, if requested by the event host).

CSO Staffing:
$15.00 per hour, per CSO. This fee covers traffic direction, permit distribution, and signage placement (2 hour minimum, 2 CSO minimum required per event).

Police Officer:
Fee covers 2 officers / 3 hours minimum; overtime rate at time in half ($50.00 - $80.00 per hour, per officer). This covers traffic direction and or pedestrian safety.

Parking Officer:
Fee covers 2 officers / 2 hours minimum; overtime rate at time in a half ($20.00 - $60.00 per hour, per officer). This is traffic direction, and or permit distribution and signage placement.

Event Cancelation Policy:
20% of the total or a minimum fee of $50.00 will be charged to the requestor if the request is canceled less than 24 hours in advance. Requestor will also be charged the minimum 2 hour fee for CSOs and parking officers as well as the 3 hour minimum fee for police officers if part of the original request.

Signage Cancelation and/or Changes:
Requestor will be charged the total cost of signage if the request is canceled and/or changed after manufacturing.
Hospitality Authorization Form
(One form required per event)

A. Hospitality/Event Description
Description /Title of Event or Program

Date of Event Location/Venue of Event

List of Event Attendees

List of official guests*

Number of attendees

Is food being served? □ Yes □ No
Who will be supplying the food?

Is alcohol being served? □ Yes □ No
Who will be supplying the alcohol?

If YES, you may need to submit an ALCOHOL SERVICE REQUEST for approval

B. ASI Funded transactions: P.O. number required, enter your P.O. number and skip to section G.

C. Hospitality expenses that may be paid from Operating Fund (e.g. SL001), Miscellaneous Trust Funds, University Campus Program Funds and Cal Poly Corporation funding sources.

☐ Retirement
☐ Fundraising event
☐ Student recruitment
☐ Professional conference
☐ Host University guest
☐ Student event

☐ Promotional items for non-employees
☐ Farewell gathering
☐ Outreach event
☐ Student recognition
☐ Business meetings with official guests ***

☐ Professional meeting
☐ Memorial
☐ Community relations
☐ Commencement
☐ Employee morale/recognition ***

***Limited to no more than 12 times per year, per group.

D. Hospitality expenses that may not be paid from the CSU Operating Fund (e.g. SL001) and may be paid from allowable Miscellaneous Trust Funds, University Campus Program Funds and Cal Poly Corporation funding sources.

☐ Business meetings attended by campus employees only ***
☐ Spouse and domestic partners who serve a bona fide business purpose
☐ Gifts provided with the expectation of benefit of bona fide business purpose

☐ Entertainment expenses
☐ Promotional items for employees
☐ Alcohol - If yes, you may need to submit an ALCOHOL SERVICE REQUEST for approval

***Limited to no more than 12 times per year, per group.

E. Hospitality expenses incurred/estimated $ 

CPSU and University Campus Programs:

Fund DeptID Account Project Program Class

CPC: Org Key Object Code: 

Rev date 6/23/2015
F. Requestor Information (Transactions less than $250 are approved by requestor)**

Name ___________________________ Department ___________________________

Signature ________________________ Date ___________ Email ________________

G. Approving Official (Transactions $250 or greater require approving official signature)**

Name ___________________________ Title ___________________________

Signature ________________________ Date ___________ Email ________________

* An Official Guest is a person invited by an Official Host to attend a University meeting, conference, reception, activity or event. Examples of Official Guests include, employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.

** Events $250 or greater require approving official to hold a minimum employee classification of Department Head, Department Chair or Management Personnel Plan (MPP) or confidential. Events less than $250 can be approved by any employee authorized by their department regardless of employment classification.

For more information on hospitality please refer to the Hospitality Policy
For more information on event planning please refer to the Event Planning Guidelines
For more information on the requirements for an approved Alcohol Service Request, please review CAP 172, Campus Alcohol Policy

For AFD Use Only

Comments

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
**EVENT PLANNING SHEET**

**Today's Date:** __________  Have we done this event for you in the past? **Yes** □ / **No** □  Past Event Orders (BEOs): __________

**First Name:** __________________________  **Last Name:** __________________________

**Phone Number:** __________________________  **Fax Number:** __________________________  **Email Address:** __________________________

**Day-Of Event Contact Name & Cell Phone (Info Required):** __________________________

**Department Name:** __________________________  **ASI Club Name:** __________________________

**Billing Information (Please Choose One):**

- □ CPC or CPF or State Account: (Please fill out the chart field below)

  - **Fund:** _______  **DeptID:** _______  **Account:** _______  **Project:** _______  **Program:** _______  **Class:** _______
  - **Org Key:** __________________________  **Object Code:** __________________________

- □ ASI: (We will need an ASI P.O. 7 business days before your event)

**Party/Event Name:** __________________________

**Event Date(s)/Day(s):** __________________________  **Guest Count:** _______  **Budget:** _______

**Serving (or Pick-Up) Time:** _______ (am/pm)  **End Time:** _______ (am/pm)  *

*Maximum allowed event time is 2 hours

**What time will the location be available? (Our Catering Team requires at least a 1.5 hour Set-Up time window):** __________

**Event Location (Building/Room #):** __________________________

**Preferred Catering Style (Please check one):**

- □ Buffet Stations (Attendant to stay throughout event to replenish the buffet tables)
- □ Break/Continental (Beverages with a few food items; no attendant to stay; crew will clean up after event)
- □ Delivery ($25 or 10% Fee)  □ Plated  □ Passed Hors d’Oeuvres
- □ Pick-Up* (Food/Beverages Only: Paperware - utensils, cups, plates, napkins - must be ordered separately)

*Hot beverages cannot be scheduled for pick-up

**Special Food Considerations:** □ Vegetarian □ Vegan □ Gluten-Free □ Celiac Disease □ Etc. __________________________


- __________________________
- __________________________
- __________________________
- __________________________

**Serveware Preferred:** □ Compostable Paperware  □ Plasticware ($0.60/guest)  □ China-Buffet ($4/guest)  □ China-Plated ($8/guest)

**Size & Qty. of Tables Client will Provide (for Food and Beverage):** □ 6’ Tables _______  □ 8’ Tables _______

**Guest or Additional Tables Client will Provide:** □ 6’ Tables _____  □ 8’ Tables _____  □ 60” Rounds _____  □ 120” Tall Bistro _____

**Preferred Linen Color(s):** __________________________

*Linens for food & bev. are complimentary, guest linen is $4/each

**Additional Notes:**

- __________________________
- __________________________
- __________________________
Catered Events on Campus

Contact University Scheduling to schedule your location
*with the exception of department-controlled or ASI spaces

- Alcohol to be served
  - Contact University Catering for menu options
  - "Alcohol Service Request" submitted to Administrative Compliance Services for approval

- No Alcohol to be served
  - Choose a Caterer from the "List of Approved Caterers"
  - Contact Caterer to make arrangements
  - Deposit up to 25% may be required - pay via invoice only
  - Final payment to be made via invoice only

Useful Links
- Hospitality Policy: http://afd.calpoly.edu/fiscalservices/forms.asp
- Campus Food Policy: http://afd.calpoly.edu/ehs/foodsafety.asp
- Catered Events on Campus: http://afd.calpoly.edu/cprm/catering.php
- Alcohol Service Request: https://afd.calpoly.edu/acs/asr/
- University Scheduling: http://www.registrar.calpoly.edu/universityscheduling/index

Strategic Business Support Services
purchasing@calpoly.edu (805) 756-2232
**Catered Events on Campus**

**2015/2016 LIST OF APPROVED CATERERS**

<table>
<thead>
<tr>
<th>Class Act Catering</th>
<th>Pluto’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dickey’s Barbecue Pit</td>
<td>Popolo Catering</td>
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<tr>
<td>Doc Burnstein’s Ice Cream Lab</td>
<td>Ribline</td>
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<tr>
<td>Emily’s Cinnamon Rolls</td>
<td>SeaBreeze Cupcakes</td>
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<tr>
<td>Entrée Express</td>
<td>Shaka Shak</td>
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<tr>
<td>Firestone Grill</td>
<td>SLO Mama Sweets</td>
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<tr>
<td>Fromagerie Sophie</td>
<td>Splash Café</td>
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<tr>
<td>Gusto on the Go Bistro</td>
<td>Testa Catering</td>
</tr>
<tr>
<td>House of Bread</td>
<td>Thomas Hill Organics</td>
</tr>
<tr>
<td>Keiki Hawaiian Shave Ice</td>
<td>Trumpet Vine Catering</td>
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<tr>
<td>Kona Ice</td>
<td>Upper Crust Trattoria</td>
</tr>
<tr>
<td>Mr. Pickle’s Sandwich Shop</td>
<td>Urbane Café</td>
</tr>
<tr>
<td>Pacific Harvest Catering</td>
<td>Woodstock’s Pizza</td>
</tr>
</tbody>
</table>

University Catering

Please see our website for additional information about Catering events on campus, including contact information and service details for each caterer

[http://afd.calpoly.edu/cprm/catering.php](http://afd.calpoly.edu/cprm/catering.php)
Food Safety and Hygiene

Steps in managing food safety in the workplace

Ten Tips for Better Barbecues, Potlucks, and Parties

Cal Poly’s Environmental Health Safety and Risk Management department encourages members of the campus community to celebrate together, while prudently managing the risks of food borne illness. We understand that we can’t eliminate the risk of food borne illness altogether, and we offer these food safety guidelines as a means to improve your experience breaking bread together.

• **Consider catering the event.** Catering puts most of the burden of food safety on others.

• **Avoid perishable foods.** Examples of foods that spoil easily are dairy, eggs, cheeses, fish, and meats.

• **Consider prepackaged, prewashed foods.** Making these simple choices will reduce the chance of introducing food-borne bacteria into the event.

• **Clean – Wash hands, surfaces, and utensils often.** Food-borne bacteria are invisible and can spread throughout the kitchen and get on cutting boards, utensils, sponges, countertops, and food. Keep yourself and co-workers safe by keeping your hands, surfaces, and utensils clean. Make sure fruits and veggies are washed thoroughly, too!

• **Separate, Don’t Cross-Contaminate.** Raw meat, poultry, seafood, and eggs can contain harmful bacteria. Prevent cross-contamination by keeping these foods separate from others during preparation and cooking. Use different ice for cooling drink containers than you use for drinking. Wear disposable gloves when preparing and serving for others.

• **Cook to Proper Temperatures.** Heating foods to the right temperature for the proper amount of time will kill harmful bacteria that cause food-borne illness. Use a food thermometer to check the internal temperature. Bacteria that cause food-borne illness grow at temperatures between 40°F and 140°F.

• **Refrigerate Promptly.** At room temperature, harmful bacteria can grow rapidly in food. The more bacteria there are, the greater your chances of becoming sick. Cold temperatures keep most harmful bacteria from multiplying, so keep perishable foods in the refrigerator.

• **Follow the two-hour rule.** Don’t give bacteria a chance to grow – keep food at above 140°F or below 40°F. If you put food out at room temperature, don’t leave it out for more than two hours.

• **Clean Up Completely.** Leaving food out allows bacteria to grow and attracts varmints, and the varmints bring messes of their own.

• **Become better educated.** Take our food safety training class on the Environmental Health and Safety website under food safety. Be a leader in your workgroup regarding this issue!
### EVENT/ACTIVITY PLANNING - RISK ASSESSMENT MATRIX

<table>
<thead>
<tr>
<th>SERIOUSNESS</th>
<th>PROBABILITY</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tr>
<td>I</td>
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<td>IV</td>
<td></td>
<td>3</td>
<td>2</td>
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#### SERIOUSNESS OF RISK
- **I.** May result in death
- **II.** May cause severe injury, major property damage, significant financial loss, and/or negative publicity for the University
- **III.** May cause minor injury, illness, property damage, financial loss and/or negative publicity for the University
- **IV.** Hazard presents a minimal threat to health, safety and well being of participants and/or spectators

#### PROBABILITY THAT SOMETHING WILL GO WRONG
- **A.** Likely to occur immediately or in a short time frame, expected to occur frequently
- **B.** Probably will occur in time
- **C.** May occur in time
- **D.** Unlikely to occur

#### WHAT ARE WE DOING TO REDUCE THE IDENTIFIED RISKS?

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>ASSOCIATED RISKS</th>
<th>METHOD TO MANAGE</th>
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This form has been provided as a tool to develop a process for identifying and discussing potential risks. It is intended for use as a part of the risk management event/activity planning assessment process, and should serve only as a starting point. Completion of the form does not imply approval or authorization of the event by the University.
# SPECIAL EVENT INSURANCE APPLICATION

Please fill in the information below and email to Melissa Swanson, mswanson@calpoly.edu For questions, please call 756-6755.

## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Event Sponsor:</th>
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<tbody>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td>Phone Number: ( )                Fax Number: ( )</td>
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<tr>
<td>Email Address:</td>
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## EVENT INFORMATION

<table>
<thead>
<tr>
<th>Name of Event:</th>
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<tr>
<td>Description of Event:</td>
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<tr>
<td>Date(s):                          to</td>
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<td>Hour(s):</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Attendance (Per day):</td>
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<tr>
<td>Total Attendance for Event:</td>
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<tr>
<td>Ages of Attendees:</td>
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<tr>
<td>Are Fireworks Included?: Yes ☐ No ☒</td>
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<tr>
<td>Carnival Rides?:                     Yes ☐ No ☒</td>
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<tr>
<td>Bands?:                  Yes ☐ No ☒</td>
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<tr>
<td>Names:</td>
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<tr>
<td>How Many?</td>
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<tr>
<td>Type of Music?:</td>
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<td>If OTHER please specify:</td>
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### ADDITIONAL INFORMATION

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<th><strong>Additional Insureds:</strong></th>
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<th><strong>Joint Sponsor(s):</strong></th>
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<th><strong>Number of Concessionaires Requiring Coverage (Food Sales):</strong></th>
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<tr>
<th><strong>Number of Concessionaires Requiring Coverage (Non-Food Sales):</strong></th>
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<tr>
<th><strong>Number of Exhibitors Requiring Coverage (No Sales):</strong></th>
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*(Please provide separate list of concessionaires and exhibitors to be covered.)*

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<tr>
<th><strong>Liquor Liability Needed?:</strong></th>
<th>Yes ☒ No ☐</th>
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### Chartfield to be Charged for Insurance Purposes

<table>
<thead>
<tr>
<th><strong>Fund:</strong></th>
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<th><strong>Account:</strong></th>
<th>660010</th>
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<tr>
<th><strong>Department ID:</strong></th>
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<th><strong>Program:</strong></th>
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<th><strong>Project Code:</strong></th>
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*This must be completed before Insurance will be bound*