

## Aglow Event & Group Meeting Guidelines

**All Regional/Area leaders need to review guidelines prior to scheduling any event**

*To include leaders with non-contracted events- (#5)*

### 1. Event Contract/ Meeting Details:

- a. All event contracts must be reviewed by Janae Lovern, Aglow paralegal prior to signing. [JanaeLovern@aglow.org](mailto:JanaeLovern@aglow.org)
- b. After receiving approval, you and your venue can each sign (called countersigning) your event contracts.
- c. Countersigned Contracts must be sent to Janae Lovern after signed by you (and countersigned by your venue) for our records and our insurance company's records).
  - i. You can send them by email or by physical mail- whichever is easier.
  - ii. If you already have a countersigned event contract that has not been approved by Janae for an upcoming event, please send a copy (with explanation) asap.
- d. Please do not:
  - i. send Janae a screenshot of your contract (unless she asks)
  - ii. copy/paste a portion of your contract into the body of email.
    1. You may put them in the physical mail if that is easier.
  - iii. **contact our insurance company**, even if you have a copy of our insurance certificate with contact details.

### 2. Hold Harmless/Indemnification Clauses:

- a. If your contract has a liability clause (often called Hold Harmless and/or Indemnification Clause):
  - i. These clauses need to be mutual
  - ii. The approval of a contract with a hold harmless clause that is not mutual is subject to denial depending on the verbiage used
  - iii. Janae submits ALL event contracts to Aglow's Insurance Company for their final approval.
    1. this is a requirement of our Insurance Company
  - iv. Aglow (and Aglow's Insurance) will not approve a contract that holds Aglow responsible/liable for the venue's own gross negligence.

- v. If your contract is not approved, unfortunately you will need to find a different venue.

### 3. Timing

- a. Janae is also the Director of the International Field, Conference, and Generations departments. Please understand that sometimes things can pile up and/or she is traveling out of state/country.
- b. It is best for you to follow up if you have not heard back within 2 weeks. Please give extended grace and time to review your event details.

### 4. Certificate of Insurance:

- a. **PLEASE NOTE:** Aglow International headquarters reviews and negotiates a new insurance policy every year between mid-April and mid-May.
- b. Avoid scheduling events during these weeks if you will need a current insurance certificate as we may not be able to get you a copy in time for your event if we are still negotiating.
  - i. If that is the case, your group *may* need to get its own insurance policy for that event.
    - 1. This would be 'worst case scenario' so most events will likely not have this happen.
- c. If your contract requires the venue be listed as secondary insured, please try to send your contract to Janae at least 1 month in advance.
  - i. When sending a contract for approval that needs to be listed as secondary insured, please let Janae know in the body of your email:
    - 1. NAME of VENUE
    - 2. ADDRESS OF VENUE THAT NEEDS TO BE LISTED ON CERTIFICATE

### 5. Events/Meetings that do NOT have contracts (including in-home events):

- a. Aglow events at a location that does not require a formal contract still require information about the event to be sent to Aglow.
- b. In Aglow's Leaders Resource Center, you will find a form called "Event with No Contract Form" <https://leaders.aglow.org/wp-content/uploads/2026/04/Meeting-Event-no-contract-2026.pdf>
- c. Please fill this out, have the owner/contact of venue/home sign the form and send it to Janae for Aglow's records.

### 6. Claims Procedure:

- a. If you have an incident:
  - i. First, make sure the person(s) involved is okay and if needed call 911 for emergencies.
  - ii. Take photos of any damage, injuries, etc. immediately following incident

- iii. Make venue contact aware of incident as soon as possible
- iv. Aglow President/Leader in charge of event should write up a report of what happened:
  - 1. What happened
  - 2. When it happened
  - 3. How it happened
  - 4. Description of injuries, damage, etc.
- v. Get a written (even brief) description of incident (what happened) from 2-3 witnesses (if possible).
- b. Please Note: Claims go through venue's insurance FIRST, then individual's insurance, and then Aglow's as necessary. Aglow is THIRD in the claims process.
- c. Send reports, pictures, etc. to your Regional Director, and copy Janae Lovern and Linda Jones.

**7. Questions/Concerns:**

- a. If you have any questions or concerns about your event(s) in regards to these new guidelines please be sure to contact Janae.

Janae Lovern, Aglow Paralegal  
Direct Line: 425-275-0231  
[JanaeLovern@aglow.org](mailto:JanaeLovern@aglow.org)

**Mailing Address:**  
Aglow International  
C/O Janae Lovern  
PO Box 1749  
Edmonds, WA 98020

Linda Jones, Director- US Administration  
Direct Line: 425-275-0224  
[LindaJones@aglow.org](mailto:LindaJones@aglow.org)