



AGLOW EVENT/MEETING CONTRACT GUIDELINES

***All leaders must please review guidelines in full 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.
- b. **After receiving approval**, you and your venue can each sign your event contract
- c. Countersigned Contracts **MUST** be sent to Janae Lovern for our records and our insurance company's records.
 - i. If you have a countersigned event contract that has **NOT** been sent to Janae for years 2025-2026 (or beyond) please do so as soon as possible.
 - 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** and please **do NOT copy/paste details into the body of email**.
 - ii. Please send PDF/Word copies by email (or mail) for review.
- e. **Do NOT contact our insurance company for any reason.**

2. Hold Harmless/Indemnification Clauses:

- a. If your contract has a liability clause (often called Hold Harmless and/or Indemnification Clause):
 - i. Aglow insists these clauses to be mutual
 - ii. The approval of a contract with these terms is subject to denial depending on the verbiage used
 - iii. Janae submits ALL event contracts to Aglow's Insurance Company for their final approval -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 negligence".
 - v. If your contract is NOT approved by our insurance company you will need to find a different venue

3. Timing

- a. Please provide Janae at least one month to review your contract/agreement.
- b. **Please follow up with her 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.
- c. If your contract requires the venue to be listed as secondary insured:
 - i. Please be sure this information is included with your contract in your email to Janae:
 1. NAME of VENUE
 2. ADDRESS OF VENUE THAT NEEDS TO BE LISTED ON CERTIFICATE

5. **NEW!** Events that do NOT have contracts but require a certificate of insurance:

- a. Aglow meeting(s)/event(s) at a location that does **NOT** require a formal contract still require their meeting details turned in to Headquarters (for insurance purposes).
- b. Please print out “Aglow Meeting Form” document from Leaders Resource Center. You can also request a copy by emailing Druci Allen.
- c. Please fill in the form with your meeting/event information and send a copy to Janae Lovern and copy Druci Allen (DruciAllen@aglow.org)

6. Claims Procedure:

- a. If you have an incident:
 - i. First, make sure the person(s) involved are okay and if needed call 911 for emergencies.
 - ii. Make venue contact aware of incident as soon as possible
 - iii. Take photos of any damage, injuries, etc. immediately following incident
 - 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 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 Kimmy Wiant (KimberlyWiant@aglow.org) and copy Janae Lovern (JanaeLovern@aglow.org) , as well as your regional director.

7. Questions/Concerns:

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

AGLOW HEADQUARTER CONTACT INFORMATION

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