

Insurance Preparation Checklist

Use this checklist to better understand your insurance needs before you get started.

☐ Identify why you want insurance.

Is your venue requiring you to show proof of insurance for your equipment and supplies? Is your landlord suggesting you need renter's insurance? Are your best friends helping you set up your public art installation, and you want to protect them from injury? You may be required to have some sort of insurance by a venue, or you may just want insurance for peace of mind. Either reason (or both) is legitimate.

☐ Describe *what/whom* you want to protect.

Are you trying to protect your stuff, your space, or your people? The answer can be one or more of these things.

☐ Understand *how much* insurance you might need.

If you want to protect your stuff, you need to know how much it costs to replace it. Start researching and saving web pages and/or taking notes. Soon, you'll have a list of your artistic equipment needs with replacement prices, and you'll be ready to have a detailed discussion with an insurance broker about what policy limits you might need.

If you want to protect your space, try to understand the size of your space, how you access the space, how many people can safely be there at the same time, and how old it is. (Is it a fifth floor 500 square-foot apartment? A public garden? A treehouse with a rope ladder? A historic office building without overhead sprinklers – and your theatre show has a fire component?)

If you want to protect your people, write down how many people you think you might need (whether volunteers, employees, independent contractors, or a combination), and what they'll be doing. If they'll

be climbing ladders and scaffolding to put up lights, that's riskier and may require a different type of insurance than people setting up tables and chairs.

☐ Know *when/for what time period* you need insurance.

Are you seeking insurance for a special, three-day event, or do you need long-term insurance on your painting studio? Do you need volunteer insurance for dress rehearsals and public readings, or do you have employees that need ongoing protection? The time period is important because your insurance will only provide coverage during the effective dates of the policy.

☐ If you're already familiar with insurance products and your needs, list out the coverage that you might want.

There are many, many types of insurance. In our experience, artists most often need one or more of the following insurance products: Business Owner, Director & Officer, General Liability, Volunteer Accident (medical coverage), Inland Marine (equipment and supply coverage), Professional Liability (errors and omissions coverage), Special Events, or Worker's Compensation (medical and wage coverage for employees).