

APPENDIX B

FY20 ARTS AND CULTURE CONTRACT KIT COMPLETION CHECKLIST

REQUIRED CONTRACT MATERIALS

- One complete contract, **signed**
- One complete duplicate contract, **signed**

REQUIRED INSURANCE INFORMATION

- Certificate of Insurance:
 - Commercial general liability insurance
 - Commercial automobile liability insurance
 - Workers' compensation insurance, if applicable
- Additional Insured Endorsements, with correct language:
 - Commercial general liability insurance
- Proof of Primary/Non-Contributory Coverage:
 - Commercial general liability insurance
- Waiver of Subrogation
 - Workers' Compensation Insurance, if applicable

IF APPLICABLE

- "Declaration in Lieu" of required commercial automobile liability insurance, **signed**
- "Declaration in Lieu" of required workers' compensation insurance, **signed**