

## What type of event is a graduation?

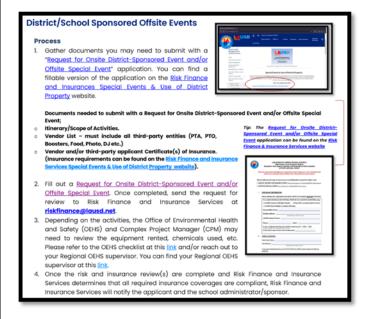
Graduation(s) are district-sponsored events that can be held on-site or off-site.

#### Process for on-site graduations:



\*For general guidance on the process for <u>on-site</u> district/school-sponsored events, follow this <u>link</u>.

#### Process for off-site graduations:



\*For general guidance on the process for <u>off-site</u> district/school-sponsored events, follow this <u>link</u>.

### What are typical vendors at graduations?

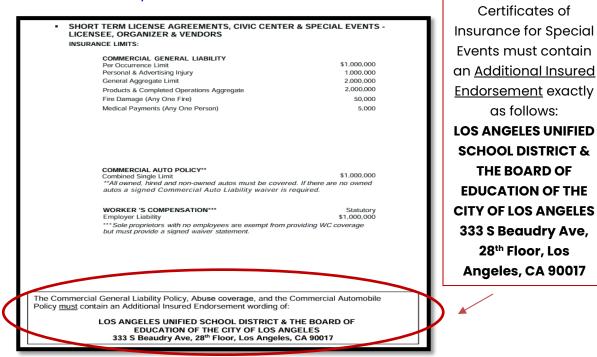
Common vendors at graduation events include but are not limited to:

- DJs (includes MC's)
- Speakers (if they represent a company)
- Photographers
- Caterers/Food Vendors
- Stage Rental Vendors/ Party Supply Vendors
- Pyrotechnics

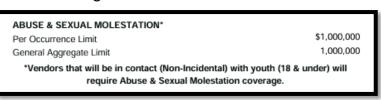


# What are the insurance requirements for vendors at my graduation event?

 Vendors that will be present during your graduation event will need to follow the <u>LAUSD General Insurance requirements</u> below:



- Pyrotechnic vendors are required to have a minimum General Liability coverage of \$5mil occ / \$5mil agg, auto, and workers comp coverage as stated above (\$1mil) and a <u>fire permit</u>.
- Photographers, in addition to the LAUSD General Insurance requirements above, are also required to adhere to the insurance requirements below for Abuse & Sexual Molestation coverages:



\*If you are using a stage rental vendor, the <u>Office of Environmental Health and</u>
<u>Safety</u> (OEHS) will need to review a <u>picture</u> and the <u>dimensions</u> of the stage.