

# PUBLIC RELATIONS FIRMS / CONSULTANTS SUPPLEMENT



1. Please provide a percentage breakdown based upon gross revenue for the past twelve (12) months for the following types of services performed. If Firm is newly established, please provide best estimate. Percentages must total 100%.

Employee / Member Relations	_____%	Minority Relations	_____%
Financial Relations	_____%	Political Relations	_____%
Fund Raising	_____%	Public Affairs	_____%
Governmental Affairs	_____%	Publicity	_____%
Industry Relations	_____%	Research	_____%
Issues Management	_____%	Special Event Organization	_____%
Marketing Communications	_____%	Other (Describe):	_____%
Media Relations	_____%		_____%

2. What steps do you take to confirm that all materials prepared for clients are accurate, factual and not misleading? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Are all promotional materials examined by an experienced in-house proof reader and all contracts reviewed by qualified legal counsel before being submitted for broadcast or publication? -----  Yes  No  
 If **"No"**, please explain.

4. Have you represented or do you currently represent competing clients or competing brands? -----  Yes  No  
 If **"Yes"**, please provide details.

5. Have you or any Firm member done any kind of investor relations or financial relations work within the past five (5) years? -----  Yes  No  
 If **"Yes"**, please provide name of client(s), description of the services provided, year(s) the services were provided in and extent of your involvement in any production of the client's annual report.

## NOTICE

Applicant understands the information submitted herein becomes a part of the Applicant's Professional Liability Insurance Application or Renewal Application and is subject to the same representations and conditions.

Must be signed and dated by a principal, partner or owner as duly authorized on behalf of the Applicant.

\_\_\_\_\_  
 Signature of Principal, Partner or Owner

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date