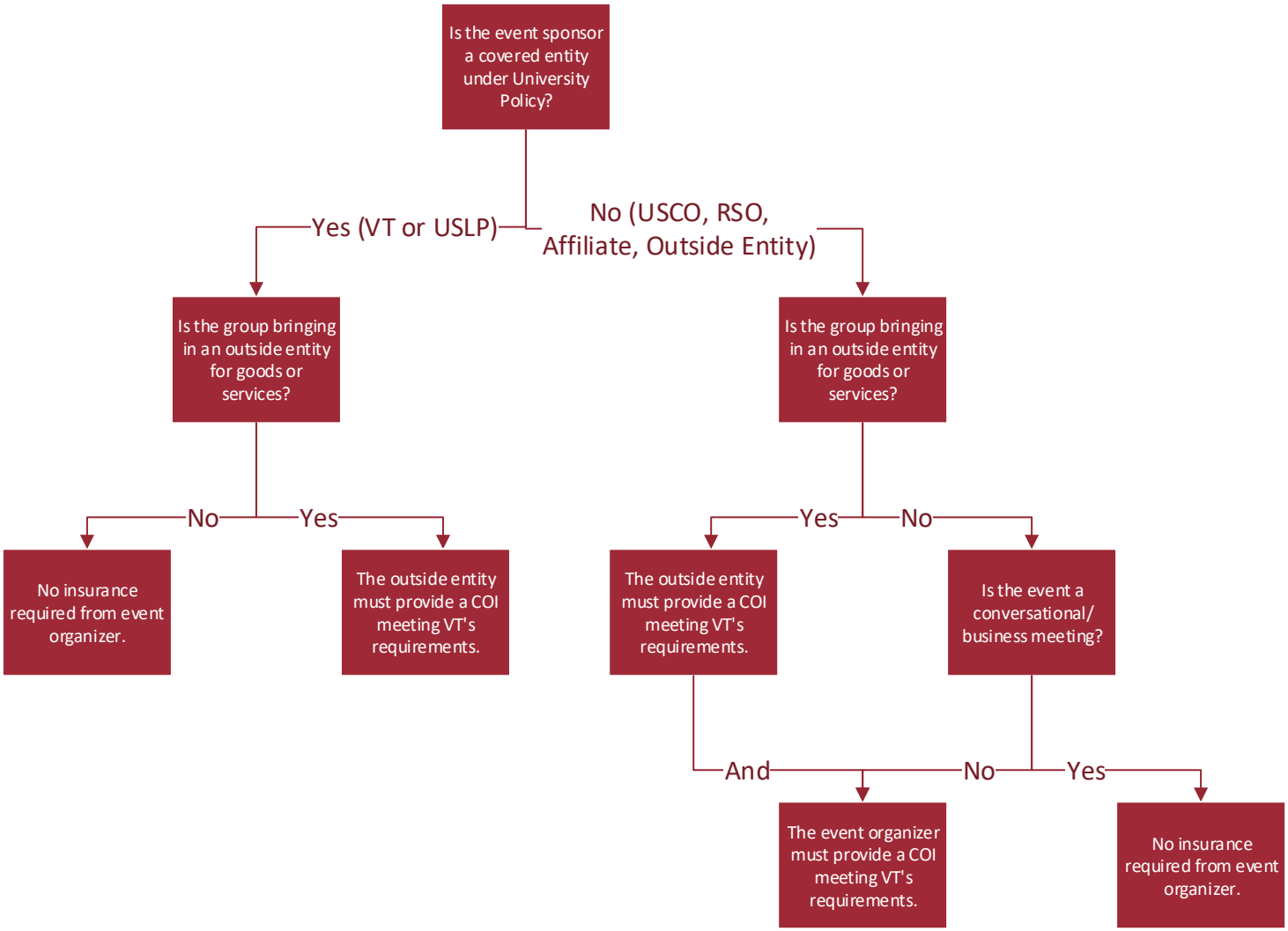Insurance Requirement Flowchart for On-Campus Events