

Catholic Mutual Group

Ledger Page: _____

Date Completed: _____

Entity #: _____

Location: _____

Phone: _____

Address: _____

Person Completing Survey: _____

Parish Event Survey *Events Scheduled Between* *_____ and _____*

Parish events are any events sponsored by the parish that are open to the parish and /or public that could potentially bring a variety of people into the parish. A “rule of thumb” would include any events that require a “special permit” such as a certificate of insurance, liquor license, health department permits, etc. We want to identify those events held at the location during the course of the year so that we can assist in the planning for these events for a risk management standpoint.

Events would include activities such as picnics, festivals, ice cream socials, dinners, plays, carnivals, fireworks, haunted house, sports events, special fund raisers, auctions, craft sales, rummage or basement sales. It would also include any event(s) where alcohol (beer, wine, or liquor) is being served or any event(s) anticipating a large crowd in attendance.

Please list the event name, date (even tentative), main contact or coordinator of the event, and telephone number for the coordinator. It is our goal to assist your parish in evaluating the event for potential risks and/or to assist with providing necessary information such as vendor requirements, certificates of insurance, and the like.

<u><i>Event</i></u>	<u><i>Date</i></u>	<u><i>Coordinator/Contact – Telephone</i></u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____