

Event Planning Checklist

The Diocese of La Crosse has established a policy to assist parishes with ensuring that their offsite events involving minors meet diocesan guidelines. When a group is taken offsite of parish grounds, please submit the **Diocese of La Crosse Offsite Event Checklist** to the *Office for Youth and Young Adult Ministry* for review. This form is simply a checklist to assist the person organizing the offsite event with details regarding diocesan policies and legal issues.

Parish Name _____ **Parish City** _____

Group Leader Name _____ **Position** _____

Group Leader Phone # _____

Group Leader Email _____

Name of Event _____

Date(s) of Event _____

1. How many minors (Age 18/still in high school and younger) are attending the event? _____
 - Do you have completed Comprehensive Medical Release Form for each minor? _____
 - If travelling out of the country, do you have a notarized letter from the parents of the minors stating they grant permission for their child to travel with you out of the country? _____

2. How many adults (Age 18/graduated from high school and older; includes all religious) are attending the event? _____
 - Have each of these adults completed the Safe Environment Training? _____
 - Have each of these adults passed the Diocesan Background Check? _____
 - Do you have completed Comprehensive Medical Release Form for each adult? _____
 - Do you have a chaperone-to-student ratio of 1:7? _____
 - If there are adults driving minors, have they reviewed the Field Trip Transportation Policy and filled out the Field Trip Driver Information Form? _____

3. How many priests are attending this event? _____
 - Has a letter of suitability been sent to the diocese(s) where the priest(s) will celebrate Mass and/or hear Confessions? _____

4. How many deacons are attending this event? _____
 - Has a letter of suitability been sent to the diocese(s) where the deacon(s) will assist with Mass? _____

5. Have you had all necessary contracts from outside vendors (bus companies, travel agents, hotels, etc.) approved through the diocesan attorney's office? _____

6. If you are travelling out of the country, have you purchased travel insurance? _____

7. Do you have copies of the Comprehensive Medical Release Forms on file at the parish AND a copy that will travel with you? _____

Date Completed _____