



# Event Protocol Form

## Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street, Victoria BC, V8X 2A1

Telephone: (250) 479-1331 Fax: (250) 479-542 Web: [www.rcdvictoria.org](http://www.rcdvictoria.org)

### EVENT

Event Name

Date of Event

Location

Sponsor or person responsible for the event

Diocesan representative

Date of form submission

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### PRESENTERS

Clergy or Permanent Deacon Name

Faculties from the Chancellor have been requested and granted one month in advance

Consecrated Religious or Laity Name

Faculties from the Chancellor have been requested and granted one month in advance

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### BUDGET/FEES

A detailed budget projection (based on a self-sustaining scenario) has been prepared for the event  
Arrangements have been made at the Diocesan Pastoral Centre for registration fees  
EventBrite service has been set up and is available. Link:

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### COMMUNICATIONS & ADVERTISING

The Office of Communications has:

Reviewed and approved materials advertising the event (any event-specific logo, poster, other advertising items)

Reviewed and approved the registration package, including EventBrite®

Developed a strategy for the distribution of information including:

Parish bulletins

Delivery of posters

Information sent to [Webmaster](#)

Calendar of Events

Reviewed and approved the budget for the event

Fundraising plans have been reviewed and approved

## REGISTRATION

A Diocesan staff person has been designated to ensure Diocesan procedures are being followed. This entails receiving, recording, tracking/follow-up and filing of the following, if required, for the particular event:

- Registration form and package
- Medical forms (N.18)
- Waivers (N.17)

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## IF THE EVENT INVOLVES CHILDREN OR YOUTH AND TRAVEL

The following forms have been completed, received, reviewed, approved, recorded and filed:

- Supervisor Field Trip Form (N.19)
- Field Trip Parental Permission Form (N.17)
- Incident Report (N.15)
- Additional forms required for travel

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## VOLUNTEERS

The following have been verified through the volunteer's respective Parish:

- A completed Volunteer Application Form (N.27) **REQUIRED FOR ALL VOLUNTEERS**
- A signed Covenant of Care (N.30) **REQUIRED FOR ALL VOLUNTEERS**
- A current Criminal Record Check (J8.1) **REQUIRED FOR ALL VOLUNTEERS**
- Drivers have submitted a copy of their car insurance coverage indicating bodily injury and property damage coverage of at least \$2 million **REQUIRED FOR DRIVERS ONLY**
- Driver's abstract is attached **REQUIRED FOR DRIVERS ONLY**

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## VENUE

If at the **Pastoral Centre**—the event has been approved and entered into the Pastoral Centre Calendar.

If at a **Parish**—the pastor has granted permission to hold the event and the event has been entered in the parish calendar

If at one of the **Island Catholic Schools**—the principal has granted permission to hold the event and it has been entered in the school calendar

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## DIOCESAN APPROVAL

Pastoral Centre Representative Name

Pastoral Centre Staff Signature \_\_\_\_\_

Date of approval \_\_\_\_\_

Relevant policies from [Diocese of Victoria Administration Manual](#): G6.1, G6.2, G6.3e, G6.3g, J8.1