

Parish Carnival Planning Checklist

The parish carnival, a staple fund-raiser for many parishes throughout the Diocese, can be the social event of the year. Carnivals are a lot of fun, but don't let something happen to ruin that fun. The checklist below is being provided to you so that in the frenzy of planning and checking on details for the event, something is not forgotten.

- Obtain a Certificate of Insurance from the game operator or amusement operator if applicable. NOTE: Diocesan insurance regulations strictly prohibit the use of a dunking tank.
- Hire extra security for the duration of the event.
- Obtain a liquor or beer permit if alcohol is to be served or sold.
- Review internal controls with staff or volunteers regarding cash and banking activities. Security personnel or your local police department should accompany persons making deposits of carnival cash. Money counting area should be secured and access extremely limited.
- Obtain positive identification of all prize winners. Appropriate tax reporting is required for certain winners. Positive identification would include a driver's license or state identification card. It may be a good idea to retain a photocopy of the identification presented.
- Any questions relating to carnival contracts should be directed to Kevin Burke at extension 4360.
- A comprehensive checklist is included in your yellow DISC Insurance binder, in the Insurance Updates section, on pages U-4 and U-5. Please review each item on these two pages during carnival planning sessions.