CATHOLIC MUTUAL GROUP
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MEMO

To: Sacramento Diocese – All Members
From: Irina Ganchenko, Claims Risk Manager
Date: November 16, 2026
RE: New Online Special Events Application Process

As previously communicated in the August 2026 Interim Service Plan, the Diocese of Sacramento is now implementing a new online process for Third-Party Special Event coverage applications.

This process replaces paper applications and will improve submission accuracy, workflow efficiency, and approval turnaround times. The online submission system is now available for use.

How to Submit a Special Event Application Online

1. Navigate to the Catholic Mutual website and sign in using the Diocese of Sacramento credentials.
2. Select Submit Special Event Application.
3. Complete all required event, facility, contact, attendance, and activity information.
4. Review acknowledgements and coverage requirements.
5. Submit the application.
6. Retain the approval email and approval number.
7. Follow payment instructions provided with the approval notification.

Special Event Charges

Additional charges may apply for liquor liability or higher-risk activities.

- Standard Event: $95
- Overnight Event: $125

Events Requiring Additional Review

Alcohol sales, inflatables, dunk tanks, hayrides, pony rides, festivals, sporting tournaments, camps, and other higher-risk activities.

Diocese of Sacramento Internal Checklist for Special Events

- ☐ Coverage needed confirmed
- ☐ Event dates entered
- ☐ Set-up and tear-down included
- ☐ Alcohol exposure reviewed
- ☐ Vendor insurance requirements reviewed
- ☐ Special activities reviewed
- ☐ Approval number retained
- ☐ Payment submitted