Quinceanera Information Sheet – For Office use

Quinceanera’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_

Quinceanera requested date & time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by Office: \_\_\_\_\_\_

Assigned or requested minister: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reserved: \_\_\_\_\_\_\_\_\_

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Quinceanera celebrations require a Security Deposit of $200.00 due in CASH at the time of booking. Date paid: \_\_\_\_\_\_\_ Rcvd by: \_\_\_\_\_\_\_\_

A Quinceanera date can be set, once ALL required papers are on file at the Parish Office:

Copy of Baptismal Certificate: date received: \_\_\_\_\_\_\_

Copy of Holy Communion Certificate: date received: \_\_\_\_\_\_\_

Copy of Confirmation Certificate or preparing to celebrate: Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date: \_\_\_\_\_\_\_\_

Letter of Family’s Parish Registration: Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date received: \_\_\_\_\_\_\_

Letter of Family’s Parish Donation: Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date received: \_\_\_\_\_\_\_

Quince’s Religious Education Record: Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date received: \_\_\_\_\_\_\_

Letter of Quince’s Parish Volunteerism: Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date received: \_\_\_\_\_\_\_

Letter of Quince’s attendance at a Quinceanera Prep Class: date received: \_\_\_\_\_\_\_ Letter of Quince’s attendants’ attendance at a Quinceanera Prep Class: date received: \_\_\_\_\_\_\_ Signed Guidelines Letter. (By both the Quince and her parent/s). date received: \_\_\_\_\_\_\_

Service, music & decorations approved by the Director of Music and Faith Formation: \_\_\_\_\_\_\_

If the above requirements aren’t met: The Quinceanera date is set by the Church schedule and a

Usage Fee: $700.00 due in CASH. $300.00 or more due at the time of booking. **The full fee is due 30 days prior to the event**, or the family loses: the Usage Fee, the Security Deposit, the reservation and the Quinceanera event must then be rescheduled. If the event is canceled, no deposits or fees are returned.

Amount paid: \_\_\_\_\_\_\_\_\_ Date paid: \_\_\_\_\_\_\_\_\_\_\_ Balance Due: \_\_\_\_\_\_\_\_\_\_ Rcvd by: \_\_\_\_\_\_ Amount paid: \_\_\_\_\_\_\_\_\_ Date paid: \_\_\_\_\_\_\_\_\_\_\_ Balance Due: \_\_\_\_\_\_\_\_\_\_ Rcvd by: \_\_\_\_\_\_ Amount paid: \_\_\_\_\_\_\_\_\_ Date paid: \_\_\_\_\_\_\_\_\_\_\_ Balance Due: \_\_\_\_\_\_\_\_\_\_ Rcvd by: \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Quinceanera Date Parent(s) Signature Date