



## Online Special Events Application

Parishes have the option to fill out the Special Events Application (SEA) online and only send in the corresponding payment without having to print and mail any paperwork. While this process may require a few extra steps, it can all be filled out with a few clicks of the mouse and some simple data input. The step-by-step instructions are below but we'd like to highlight a few things that will make this procedure more efficient and convenient for everyone.

- The procedure uses a Third-Party platform – DocuSign – to process the SEA. You will be asked to sign up for DocuSign throughout the process, but you can simply ignore those prompts.
- You will need the following information from the Host before you begin the SEA process:
  1. Name
  2. Email Address
  3. Phone Number
  4. Mailing Address
- You must tell the host that they will receive an email with a link to electronically sign the SEA. Until they sign it, the MCC will not receive nor be able to approve it since Special Events is a contract between the host and parish and must be signed.
- **Please note: If emailing the host is not an option, simply email yourself, follow the instructions to sign and have the host present to provide their signature.**
- All payments must originate from the Parish and be sent to:

**Michigan Catholic Conference  
PO Box 670986  
Detroit, MI 48267-0986**

- Parish check must have the Name of Host or Organization on the Memo Line to be processed by the MCC and can be sent once the initial step is completed (more on this below).
- Once the MCC approves the SEA, all parties (Host, Parish, MCC) will receive an email with the completed form; this will be proof of coverage for the event.

**Step-by-Step instructions begin on the next page**

## Online Special Events Application Instructions

1. Follow the link to the Special Events Application from either Bookkeeper Self-Serve or the Risk Management page on the Michigan Catholic Conference website.  
(<http://www.micatholic.org/risk-management/>)
2. The “PowerForm Signer Information” window should show up. This is where you put your name and email as well as the name and email of the Host who will be having the event.

### PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:  
**Unit Representative**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Host**

Name:

Email:

3. Click on “Begin Signing”
4. You will then be redirected to enter an access code that you will receive via email within seconds.

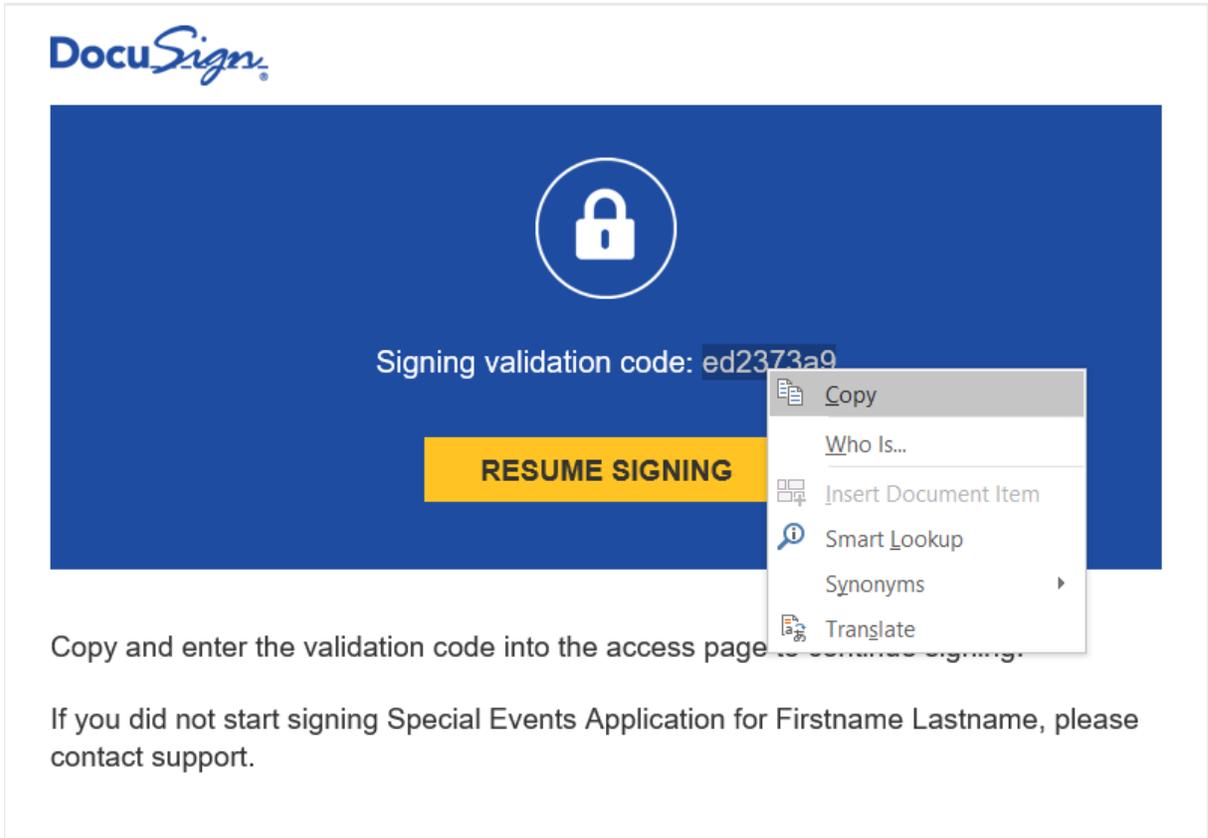
Email looks like this:

From:

Subject:

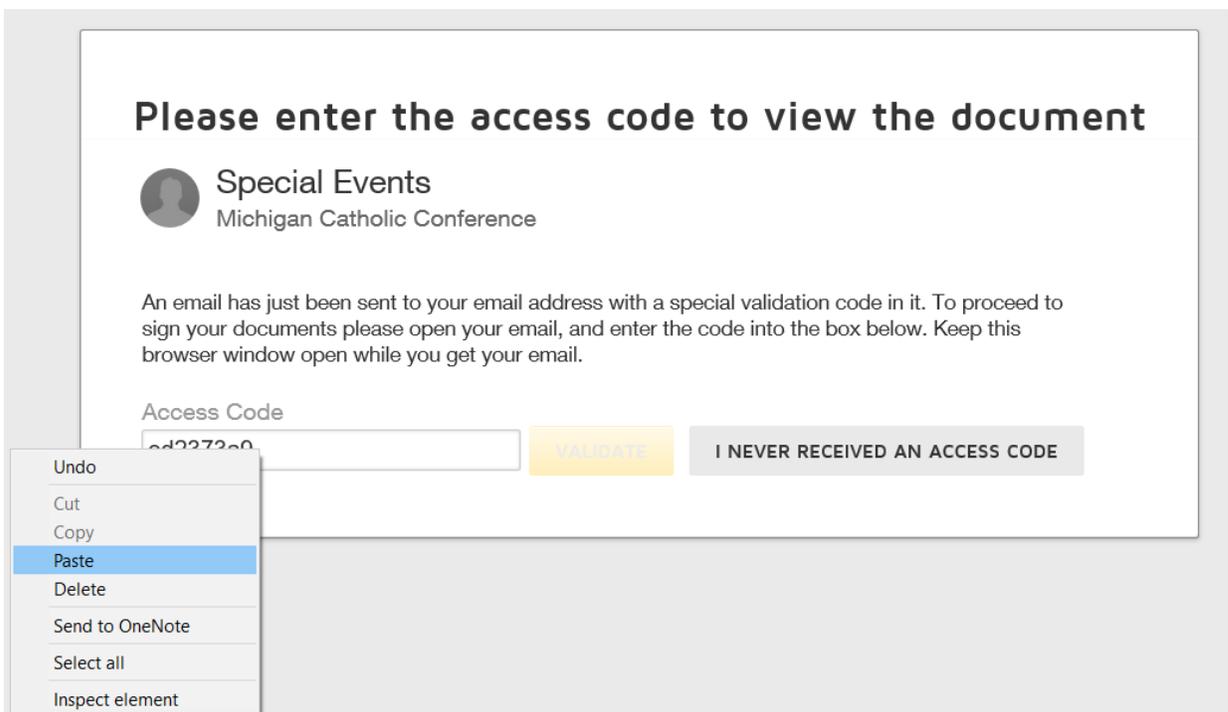
**Special Events via DocuSign**

**Email Validation: Special Events Application for John Greenburg**



The image shows a DocuSign interface for document signing. At the top left is the DocuSign logo. In the center, there is a white padlock icon inside a circle on a blue background. Below the icon, the text reads "Signing validation code: ed2373a9". A yellow button labeled "RESUME SIGNING" is positioned below the code. A context menu is open over the code, showing options: Copy, Who Is..., Insert Document Item, Smart Lookup, Synonyms, and Translate. Below the button, there is a text prompt: "Copy and enter the validation code into the access page to continue signing." and a note: "If you did not start signing Special Events Application for Firstname Lastname, please contact support."

Simply highlight and copy the code, click on RESUME SIGNING (or go back to the browser as the below screen should still be there) and paste the code into the appropriate field:



The image shows a screen titled "Please enter the access code to view the document". It features a profile icon and the text "Special Events Michigan Catholic Conference". Below this, a message states: "An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email." There is an "Access Code" input field containing "ed2373a9", a yellow "VALIDATE" button, and a grey button labeled "I NEVER RECEIVED AN ACCESS CODE". A context menu is open over the input field, showing options: Undo, Cut, Copy, Paste (highlighted), Delete, Send to OneNote, Select all, and Inspect element.

5. Click on Validate

6. Click on continue to begin filling out the form:

Please Review & Act on These Documents

 Special Events  
Michigan Catholic Conference

DocuSign

PRIVATE MESSAGE: Please fill out the entire form with all required information. You will receive a completed copy once MCC receives your check and approves the application.

Please review the documents below. CONTINUE OTHER ACTIONS ▾

DocuSign Envelope ID: FEB3DECA-2B1C-4BB1-95D8-5E7679B13A81



MCC Unit Number: <input type="text"/>	Host Name Individual or Organization Requesting Coverage (Named Insured)
<input type="text"/>	Signature
Parish or Institution (Additional Insured)	Host Telephone Number
<input type="text"/>	<input type="text"/>
Address	Host Address
<input type="text"/>	<input type="text"/>
City State Zip Code	City State Zip Code
<input type="text"/>	<input type="text"/>
Date of Event: <input type="text"/>	<input type="text"/>

7. All fields are required. You can either tab from field to field or simply click on each field to fill them out.

START DocuSign Envelope ID: FEB3DECA-2B1C-4BB1-95D8-5E7679B13A81



MCC Unit Number: <input type="text"/>	Host Name Individual or Organization Requesting Coverage (Named Insured)
<input type="text"/>	Signature
Parish or Institution (Additional Insured)	Host Telephone Number
<input type="text"/>	<input type="text"/>
Address	Host Address
<input type="text"/>	<input type="text"/>
City State Zip Code	City State Zip Code
<input type="text"/>	<input type="text"/>
Date of Event: <input type="text"/>	Type of Event: <input type="text"/> (Wedding, Banquet, Dance, etc.)
Check Number: <input type="text"/>	Approximate Number of Participants: <input type="text"/>
Time of Event: From <input type="text"/> to <input type="text"/>	Is Alcohol being served? Yes <input type="radio"/> No <input type="radio"/>
Is Alcohol being served? Yes <input type="radio"/> No <input type="radio"/>	Is food being served? Yes <input type="radio"/> No <input type="radio"/>

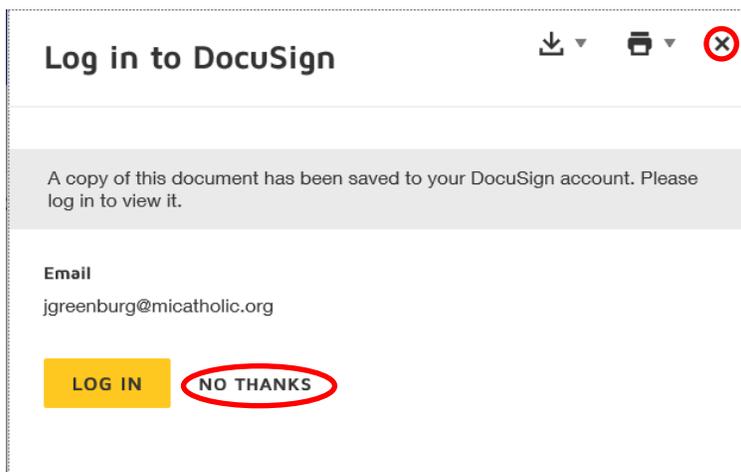
Policy Premium: \$100 Policy Period: 24 Hours (1 calendar day)  
Insured by: Travelers Insurance Co.  
Limits of Liability: \$1,000,000 Combined Single Limit  
Host Liquor Liability Included

**Make Checks Payable to:**  
**Michigan Catholic Conference**  
**PO Box 670986**  
**Detroit, MI 48267-0986**

NOTIFICATION OF AN EVENT MUST REACH THE MCC AT LEAST 72 HOURS IN ADVANCE OF THE EVENT

When MCC receives check and verifies information, the parish/institution and host will each receive a copy.

8. Please note: The Host Name will not show up to you on the form, but it will when the host receives the email. It will then be populated and visible to all parties from this step forward.
9. Once all fields are filled out, click on FINISH. If you haven't done so already, instruct the host that they will be getting an email shortly and they will need to follow the simple instructions to electronically sign the form.
10. This screen will pop up but you can simply hit the X or click on "NO THANKS" then you can completely close out the browser as your part is done. You will receive a completed copy once the MCC receives the check and approves the application:



11. Send a check to the MCC lockbox making sure the number matches what was entered into the form and the host's name is in the Memo field. Remember, send all checks to the following address:

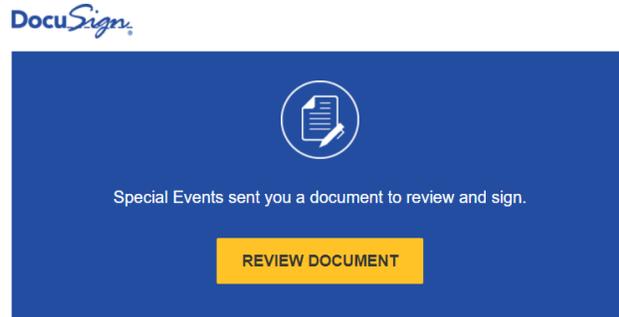
**Michigan Catholic Conference**  
**PO Box 670986**  
**Detroit, MI 48267-0986**

12. Moments after you click on FINISH, the host will get an email from DocuSign that will look like this:

**From:** Special Events via DocuSign      **Subject:** Special Events Application for John Greenburg

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• Special Events Application for John Greenburg



**Special Events**  
specialevents@micatholic.org

PRIVATE MESSAGE

Please follow the link and simply sign where indicated. You can accept to use the suggested signature or choose to draw your own. You will receive a completed copy of the form once the MCC receives the parish check and approves it - this will be your receipt.

John Greenburg,  
Please DocuSign SPECIAL EVENTS ONLINE APPLICATION.pdf  
Thank You, Special Events

13. Once the host clicks on “REVIEW DOCUMENT,” DocuSign will launch, they will then have to agree to terms and hit CONTINUE:



they will then be prompted to sign (as mentioned, their name now appears):

John Greenburg

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**Host Name**  
Individual or Organization Requesting Coverage (Named Insured)

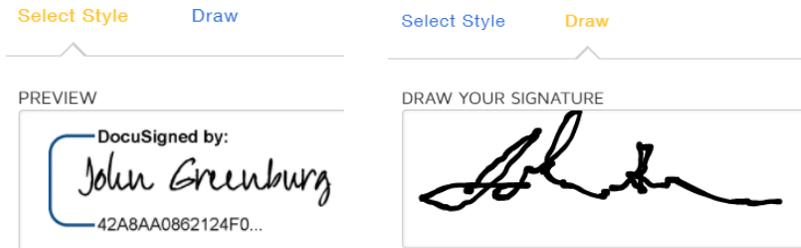
 Sign

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**Signature**

Click on Sign

14. They can either accept the suggested signature or draw their own:



15. After they “adopt and sign” they then click on FINISH



16. Once they click finish, they will be prompted to save a copy of the document, if they choose. They will get a copy of the completed form once the MCC approves it so saving it at this step is not necessary.

17. After the MCC receives the parish check, validates the information and approves, both the Parish Representative and the host will receive the completed application via email:

From: [Special Events via DocuSign](#) Subject: [Completed: Special Events Application for John Greenburg](#)

18. The process is completed and the event is insured once the host and parish receive the email with the completed form.