

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



## Memo

**Date:** November 7, 2024  
**To:** Pastors, principals, business managers and Chancery staff  
**From:** Maureen Smith, director, Office of Communications  
**Re:** Events serving alcohol checklist and special and sponsored events

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[Attached](#), please find instructions for events serving alcohol, special events and sponsored events.

This information has been provided by Catholic Mutual Group and it needs to be reviewed prior to submitting applications for special and/or sponsored events coverage.

Questions may be directed to Jordan Harper at [jharper@catholicmutual.org](mailto:jharper@catholicmutual.org) or Tamera Labat Whavers at [twhavers@catholicmutual.org](mailto:twhavers@catholicmutual.org).