RECEPTIONIST INTAKE FORM — QUINCEAÑERA

Purpose: To collect basic information before the family is referred to the Administrative Assistant for the full quinceañera interview. Completing this form does not reserve or guarantee a date.

CONTACT INFORMATION

Name of quinceañera: _____

Date of birth: _____

Parent / Legal Guardian: _____

Phone: _____

Email: _____

Preferred Language:

☐ English ☐ Spanish

PARISH INFORMATION

1. Is the family registered at St. John Vianney?

☐ Yes ☐ No ☐ Not sure

BASIC SACRAMENT INFORMATION

2. Has the young lady been baptized Catholic?

☐ Yes ☐ No

3. Has she received First Holy Communion?

☐ Yes ☐ No

4. Has she received Confirmation?

☐ Yes ☐ No

After completing this form:

☐ Give the completed intake form to Elba.

☐ Let the family know Elba will complete the full quinceañera interview and explain the requirements and next steps.

Intake completed by: _____

Date: _____

☐ Family needs Spanish follow-up

☐ Family needs English follow-up