

Engaged Couple Management Notes 2015

To be completed by the Regional Coordinator for each Engaged couple

Engaged Couple Names	
Wedding Date	Suburb
Mentor Names	

<input checked="" type="checkbox"/> Check List	Date	File Notes (relating to the engaged couple)
Before the Course		
<input type="checkbox"/> Initial Contact Date:.....		
<input type="checkbox"/> Mentor assigned		
<input type="checkbox"/> Forward Rego		
<input type="checkbox"/> Couple Workbooks Sent Date:.....		
After the Course		
<input type="checkbox"/> Feedback survey and Mentor notes received		
<input type="checkbox"/> Mentor debriefed		
<input type="checkbox"/> Mentor has uploaded data		
<input type="checkbox"/> Copies sent to MRC		
Database Update (MRC office)		
<input type="checkbox"/> Update couple contact info		
<input type="checkbox"/> Mark attended		
<input type="checkbox"/> Add Mentor r/s		
<input type="checkbox"/> Add Priest contact & r/s		
<input type="checkbox"/> Tag interest fields		

Please keep a copy for your records and send copy (print, scan) including surveys and notes from the mentor to:
MRC 55 Portman Street, Zetland NSW 2017 | Fax 02 9319 1115 | info@marriagerc.org