

## Department of Convention and Conference Planning



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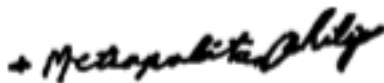
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+Metropolitan PHILIP  
Primate  
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## Department of Convention and Conference Planning

# Parish Life Conference Planning Manual

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The Department of Convention and Conference Planning (DCCP) is mandated to provide information and guidance to Parishes wishing to host the Biennial Archdiocese Convention (Convention) and Diocesan Parish Life Conferences (PLC).

The Archdiocese Primate and the Archdiocese Board of Trustees (Archdiocese Board) empower the Department of Convention and Conference Planning (DCCP) to oversee the planning and execution of the Parish Life Conferences (PLC) and to alter any arrangements that are not consistent with the policies of the Archdiocese and this manual or Archdiocese directives.

Diocesan Conference Coordinators have been appointed in each Diocese to oversee the PLC, to assist, and to provide support to the local host parish. This includes the review of the hotel contract. The Conference Coordinator will provide reports and hotel contracts from the previous two PLCs and will facilitate communication with the Antiochian Events Website Team. The Conference Coordinator is appointed by the DCCP and approved by the Local Bishop. The local PLC Coordinator is a member of and reports to the DCCP.

Beyond this manual, several Dioceses have created “local” conference manuals that have been approved by the DCCP. These manuals are helpful for dealing with specific local practices and/or scheduling. Contact the Diocese Conference Coordinator for more details and to obtain a copy if applicable.

### **Part I: Host Parish Selection**

### **Part II: Hotel Rooms, Meeting Facilities, Catering and Contract Requirements**

### **Part III: Responsibilities**

### **Part IV: Parish Life Conference (PLC) Committees**

### **Part V: Conclusion and Report**

## **Part I: Host Parish Selection**

The selection of a Parish to host the PLC is done in consultation with the Local Bishop, and the local PLC Coordinator in cooperation with the DCCP. The following steps should be taken once a Parish is selected.

- 1) Contact the PLC Coordinator in writing using the Parish Life Conference Bid Form (Appendix A).
- 2) The PLC Coordinator will request formal approval from the Local Bishop as well as the DCCP Co-Chairs.
- 3) The Conference Coordinator will then inform the Host Parish upon confirmation from the DCCP.
- 4) Before approaching a hotel, contact the DCCP which is in discussions with various hotel chains to obtain preferred rates. If the Parish contacts a hotel directly, the Parish may no longer be able to maximize these benefits.

## **Part II: Hotel Rooms, Meeting Facilities, Catering, and Contract Requirements**

Once the Parish receives confirmation of hosting the PLC they should begin the process of selecting a Hotel using Preliminary Site Inspection Form (Appendix B).

Note that the DCCP has national contacts with some hotel chains and must be notified prior to the Host Parish contacting hotels in order to maximize the benefits for the Host Parish. This will allow the Host Parish to take full advantage of the national program available

No Parish or any representative shall sign any contract or agreement without prior written consent of the DCCP Co-chairs. Furthermore, the Agreement must specifically be between the Host Parish (expressly not the Archdiocese or Diocese) and the hotel.

### **1) Hotel Rooms**

The Host Parish will establish the number of rooms to be used by PLC participants. This is commonly referred to as “hotel daily pickup” or “room nights” and is the total number of rooms used during the PLC. This is established by reviewing data from the previous PLCs and in consultation with the Parish Life Coordinator. Every attempt should be made to review information from a prior PLC hosted by a parish of similar size and geographic location.

### **2) Complimentary Accommodations and Event Tickets**

- a) Local Bishop: Suite and complimentary tickets for all events.
- b) Guest Hierarchs: Guest room and complimentary tickets for all events.
- c) Host Pastor: Guest room and complimentary tickets for all events.
- d) Conference Chair / Co-chairs: Guest room and complimentary tickets for all events.

- e) Bishop’s Assistant (as appointed by the Local Bishop): Guest room and a complimentary ticket book.
- f) Diocese Teen SOYO President: Guest room and a complimentary ticket book.
- g) Invited Guests (as approved by the Local Bishop): Guest room and complimentary tickets for all events.

*Everyone listed above shall pay the mandatory Archdiocese registrations fee except the invited guest(s).*

### **3) Meeting (and Banquet) Facilities**

The Hotel shall make available all meeting space on a complimentary basis as required by the Host Parish, provided the Host Parish meets its total contractual commitments. The Conference Coordinator will share all relevant data with the Host Parish from previous PLCs to assist with determination of room sizes required for each event as attendance numbers may vary.

The following facilities are required:

- a) Chapel: preferably a permanent Ballroom. Set-up theater style from the first day of the PLC to the final day. (Appendix C “Chapel set-up”). Set-up and take down times should be accounted for when requesting room availability.
- b) Registration Office: Available one day prior to the start of the PLC through to the last day of the PLC equipped with a wired internet connection with a static IP address.
- c) Organization meetings (Appendix D) and event space including (but not limited to) the following:
  - i) The Fellowship of St. John the Divine Meeting (FSJD)
  - ii) The Order of St. Ignatius Meeting or Luncheon
  - iii) Teen SOYO General Meeting
  - iv) Clergy Wives Assembly
  - v) Diocesan General Assembly
  - vi) The Order of St. Ignatius Dinner/Luncheon
  - vii) Antiochian Women’s Meeting
  - viii) Antiochian Women’s Luncheon
  - ix) Awards Presentation (Appendix E)
  - x) Metropolitan’s Council Meeting (during off convention years i.e. when there is no National Convention)

*Contact the Conference Coordinator for full details regarding each Diocese’s meeting requirements.*

- d) In addition to the above meetings, the following events are mandatory events that must be held at every PLC. Note that no other events shall be scheduled while these events are taking place
  - i) Bible Bowl
  - ii) Oratorical Festival

- e) The Host Parish should contact the local Bible Bowl Coordinator and Oratorical Festival Coordinator of the FSJD who will instruct them with regards to any specific needs they may require for their respective events.
- f) Rooms for Social Events (optional): e.g. Welcome Event, "Hafli", Guest Speakers, etc.

#### **4) Food and Beverage (F & B)**

In addition to the Room Night Guarantee, some hotels may include a dollar amount for Food and Beverage consumption. This is the amount of Food and Beverage revenue that the PLC will guarantee to the hotel. This number should be reviewed very carefully with the PLC Coordinator in conjunction with established PLC budgets before any agreement is entered into.

#### **5) Contract Requirements**

The following section describes points that should be included in your discussions with the hotel and in the final PLC contract:

- a) Dates: It is important that dates of the PLCs be well coordinated to avoid having more than 2 PLCs on the same weekend within the Archdiocese. The specific dates are to be approved/obtained from the DCCP.
- b) A minimum 80% attrition rate for un-used contracted "room nights" should be established to protect the Host Parish against possible meeting room usage charges.
- c) The hotel will block the contracted number of Hotel "room nights" per the agreement and will continue to offer the same rate to Conference guests once the original "room nights" commitment is surpassed. To accommodate the numerous families that typically attend the PLCs, 2/3 of the room block should be rooms with 2 double beds and there shall be no surcharges for triple or quadruple occupancy.
- d) The host parish shall be able to decrease by a maximum of 20% the total "room nights" commitment until two months prior to the start of the PLC. This will also reduce the rate used to calculate room attrition.
- e) The host parish shall be able to increase the total "room nights" commitment depending on room pick-ups and hotel room availability. This action shall only be undertaken upon written approval of the DDCP.
- f) Cut-Off Date: The hotel will guarantee to hold the room block until 30 days prior to the beginning of the PLC at which time the Hotel shall continue to accept reservations after the cut-off date on a "space available" basis only at the PLC rate. These rooms will be applied to the PLC's room night pick-up totals.
- g) Late check-out: Upon guest request, the hotel shall make provisions for late Check-out of 2:00 PM to accommodate Conference Participants attending the Divine Liturgy on the final day of the PLC (in particular for clergy).
- h) Adult content television channels must be blocked from all rooms associated with the PLC.

- i) The hotel shall allow for the use of candles and incense during religious services as long it is not in violation of any local ordinance. This must be included in the contract.  
*N.B. There will be different requirements depending on the jurisdiction and/or hotel policy.*
- j) Vendor/Exhibitor Area: This will vary from hotel to hotel, however the following must be established.
  - i) Location and space availability.
  - ii) Favorable costs associated with “table and chair” rental (if any) and/or other charges i.e. wireless internet or telephone rental etc.
  - iii) Set up and tear down times.
  - iv) Security for the vendor/exhibitor area.
- k) Number of hotel rooms one can reserve: Ensure that the contract includes a clause restricting the number of rooms one person can reserve. An individual cannot have more than 2 rooms to their name. Should an individual request more than 2 rooms the hotel should direct the individual to the PLC Chair or their designated representative.
- l) Hotel Reservation Cancellation Policy: Reservations must be cancelled (30) days prior to the scheduled arrival date. In the event of a cancellation less than 30 days, the first night room deposit shall be forfeited and such cancellations will be included in the host parishes’ “Total Room Nights”.
- m) Complementary wired high speed internet access with a static IP address for PLC registration area and two phone lines with free local calling.
- n) Reduced Parking Rates: Free self-parking or reduced parking rates with in and out privileges where possible should be negotiated.
- o) Insurance: To be reviewed with the Hotel and Host Parish. Host Parish will be responsible for obtaining required insurance policy/riders. The Hotel and host Parish shall indemnify, defend and hold harmless the Antiochian Orthodox Archdiocese, and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities including reasonable attorneys' fees.
- p) Group Room Rates:
  - i) The group rate shall be available to PLC attendees three days before and three days after the official dates of Conference.
  - ii) The Hotel shall offer a discounted rate on Suites and Concierge level room Upgrades.
  - iii) The Hotel shall guarantee that the PLC rate is the lowest published rate to any other group (including internet and hotel specials). In the event of a lower rate is available, the hotel shall apply the lower rate to the group rate.
  - iv) Room Commission and withholding fees - Optional (a per night amount credited to the Conference Master Account).
- q) Special Concessions:
  - i) 1 Complimentary one-bedroom suite for the duration of the PLC for the presiding Bishop.

- r) Other Concessions (negotiable):
  - i) Complementary or reduced AV rates.
  - ii) Complementary use of risers.
- s) Restrict the number of people authorized to accept additional charges to the Master Account. This measure is in place to protect the PLC from having unauthorized charges billed to the master account.
- t) Host Parish is to provide any state and local sales tax exemption forms (if any) to hotel and other vendors in order to eliminate sales tax charges for any direct PLC charges billed to the master account.
- u) The Host Parish shall have the right to cancel the contract with no penalty in the event the hotel is sold or a new management company takes over and this change has an impact on the hotel quality and/or services. The Host Parish must obtain written approval of the DCCP before undertaking any such action.
- v) Successor Liability: The Host Parish shall be guaranteed the same level of service that was agreed upon at the time of the site inspection, with no renovations being conducted during the PLC and all facilities of the hotel in full operation.

### **Part III: Responsibilities**

- 1) The DCCP and Conference Coordinator:
  - a) Shall provide the Host Parish with counsel and guidelines concerning the requirements of the PLC procedures.
  - b) The Conference Coordinator may issue a call for special meetings with the Host Parish when deemed necessary.
- 2) The Host Parish:
  - a) The Host Parish is responsible to promote the PLC theme through all materials. The Primate will select the Theme and Logo for the PLC.
  - b) The Host Parish must submit to the Conference Coordinator for review and to be approved by the Local Bishop, no later than nine months prior to the PLC, the following:
    - i) The Final Conference Schedule
    - ii) Ticket Book and Event Prices
    - iii) Vendor Prices
    - iv) Souvenir Journal Prices

### **Part IV: PLC Committees**

- 1) **The Executive Committee shall consist of the following:**
  - a) The Host Pastor:
    - i) Is responsible to the Primate, local Hierarch and the DCCP to ensure compliance with the policies of the Archdiocese and this manual.
    - ii) Must give his advice and consent on every major decision, including appointment of all executive committee members and all other committee or sub-committee Chairs.

- iii) Shall oversee the Religious Services Committee and ensure compliance with the Local Bishop's direction concerning, schedule of services, clergy serving, homilists schedule, and seminar/workshops, etc.
  - iv) Shall escort the Bishop and all attending Hierarchs throughout the PLC.
  - v) Is a member of every committee and shall be invited to attend all meetings.
- b) The PLC Chair/Co-Chair:
- i) Is responsible for ensuring compliance with the policies of the Archdiocese and this manual and is responsible for the overall success of the PLC.
  - ii) Is responsible for appointing all executive committee members, committee and sub-committee chairs with the advice and consent of the Host Pastor.
  - iii) Shall establish parameters and pricing for the events ticket book in conjunction with the executive committee.
- c) The Secretary:
- i) Shall maintain files and records of the PLC.
  - ii) Shall conduct all PLC general correspondence, minutes, and correspondence copies, etc. as required by the Chair. Shall also submit committee meeting minutes to the local PLC Coordinator.
- d) The Treasurer:
- i) Shall maintain financial records and pay PLC bills and record them in the Antiochian Events System as approved by the Executive Committee.
  - ii) Shall update the existing merchant PLC accounts for his/her respective Diocese, no later than November 1<sup>st</sup> the year prior to the PLC, in conjunction with the Antiochian Events System. No PLC funds shall be co-mingled with any funds from the Host Parish.
  - iii) Shall ensure that all accounts require two of three signatures to transact business (Chair, Co- Chairs and Treasurer).
  - iv) Shall obtain state and local sales tax exemption forms (if any) and present them to the hotel and other vendors in order to eliminate sales tax.
  - v) Shall contact the Host Parish Liability Insurance Company to arrange for "Rider Insurance" for the PLC in the amount of \$2,000,000
  - vi) Shall create a budget and have it approved by the executive committee and PLC Coordinator. (Appendix F "Budget Preparation Guideline").
  - vii) Prepare the final financial report which can be generated directly from the Antiochian Events Database
  - viii) Shall verify all financial transactions and reconcile all deposits.
  - ix) Must use the Antiochian Events System for all accounting (registration, souvenir journal, and any other accounting functions)



## 2) Committees:

### a) Fund-Raising:

- i) Shall be responsible for soliciting donations/sponsorships to off-set PLC expenses.
- ii) Souvenir Journal: Forms not submitted online should be forwarded to the Registration committee for entry into the Antiochian Events Database.
- iii) The Souvenir Journal should include the following greetings:
  - (1) Metropolitan Primate
  - (2) Local Bishop
  - (3) Host Pastor
  - (4) Host PLC Chair
  - (5) Government Dignitaries (optional)

### b) Hotel Facilities Liaison:

- i) Shall work with the hotel convention services personnel to ensure that each PLC event is setup correctly, including table and chair arrangements, podiums, stage/platforms, audio visual equipment and any other required items.
- ii) Shall coordinate with the respective event chairs and/or organizers the Banquet Event Orders (BEO) for all events at the hotel.
- iii) Shall submit the BEOs to the Conference Chair for review and signature.
- iv) Shall obtain attendance numbers for each of the meetings. This data shall be forwarded to the conference coordinator.
- v) AV needs of the PLC will vary depending on the layout of Meeting / Ballroom facilities. Microphones, speakers, and a mixer will likely be needed in the Chapel. This is to be reviewed with the Host Parish Clergy. AV equipment sometimes is available directly from the hotel although the equipment may also available from an outside supplier at more advantageous rates. The host parish may also consider using their own AV equipment as available.

### c) Registration:

- i) The Registration committee is responsible for making sure that all PLC registrants are processed in a timely and efficient manner. Up to date registration and the processing fee policy may be found on the DCCP webpage and on the Antiochian Events System. Mandatory use the Antiochian Events Software for registration is required.
- ii) Shall solicit gift items for the PLC Registration bag to be distributed at registration check-in.
- iii) Registration must be closed during all Liturgical Services.
- iv) Onsite registration must be available for the duration of the PLC. This does not preclude the Host Parish from closing out food events where attendance numbers are required in advance.
- v) NO ONE SHALL RECEIVE REGISTRATION MATERIALS WITHOUT FULL PAYMENT.
- vi) Collect the Mandatory PLC Registration fee for all who attend and who are 12 years and older.

- vii) Ensure that Parent Consent Form (Appendix G) and Teen Code of Conduct (Appendix H) are completed and kept on file in the Antiochian Events System. These form templates are available on the Antiochian Events website at:  
<https://admin.antiochianevents.org/templates/>
  - viii) The PLC badge is proof that the registration fee has been paid and is to be worn to at all times and is required for entrance to all non-liturgical events
    - (1) The registration packet should include:
      - (a) Registration Bag
      - (b) PLC Schedule
      - (c) PLC Statement/receipt
      - (d) Souvenir Journal (1 per family)
      - (e) Convention Badge
- d) Youth
- i) The Youth Committee Chair shall work closely with the Archdiocese Department of Youth and Parish Ministries, the Diocesan Youth Director, and the Diocese Teen SOYO Spiritual Advisor.
  - ii) The Diocese Youth Director, Teen SOYO Spiritual Advisor, and the Conference Executive Committee must all approve the youth program.
  - iii) The Youth Committee Chair shall ensure that no less than a 3 hour block of time is set aside in the PLC schedule to be dedicated to the youth.
  - iv) The Youth Committee shall coordinate with the Host Pastor to designate at least one Service (usually Vespers) where the youth will chant responses.
  - v) The Youth Committee shall encourage youth participation throughout the entire PLC i.e. Altar Servers, Ushers, Tray collectors, Chanters,
- e) Communication/Marketing
- i) Shall be responsible for communicating and advertising the PLC to all of the Diocese Parishes/Missions.
  - ii) Shall work with the PLC Chair and Host Pastor to prepare all presentations. Mandatory use of the logo provided by the Archdiocese is required.
  - iii) Shall prepare a ¼ page advertisements to be published in the WORD Magazine. Note that a minimum of 2 months lead time is required for submissions.
  - iv) Shall ENCOURAGE EARLY HOTEL REGISTRATION AND PLC REGISTRATION AS WELL AS THE PURCHASE OF "EARLY BIRD" TICKET BOOKS.
  - v) Shall plan, coordinate, and implement all PLC publicity through the use of mailings, technology, e-mail, social media, and other marketing tools.
  - vi) Six months prior to the PLC, the following information shall be sent to all parishes for distribution in church bulletins, websites, etc.
    - (1) Hotel Reservation Information
    - (2) Registration Form
    - (3) Souvenir Journal Form
    - (4) Parent Consent Form

- (5) Schedule
  - (6) Other PLC Related Material
  - vii) This committee shall create and maintain a website for the PLC.
  - viii) FREE web-hosting is available at [www.dreamhost.com](http://www.dreamhost.com) for qualified charitable organizations.
  - ix) The Marketing Chair and the PLC Chair along with the host pastor shall approve all materials before they are uploaded to the website.
- f) Religious Services:
- i) The Chair of this committee shall be under the DIRECT supervision of the Parish Priest, and he shall appoint the Chair of this committee. This committee shall keep the Executive Committee updated on a regular basis and work with the Hotel Facilities/Liaisons and the hotel to obtain approval for use of candles and incense during services in the Chapel.
  - ii) Shall arrange and setup the Altar and Chapel at the PLC.
  - iii) Shall arrange for an Iconostas for the Altar.
  - iv) The host pastor shall coordinate with the local Bishop for assignment of the serving clergy and homilists.
  - v) Shall publish daily bulletins, announcements, and scripture readings.
  - vi) Shall arrange for ushers for the daily liturgical services.
  - vii) Tray collection will only be done at the Hierarchical Divine Liturgy. (This money is separate from the PLC proceeds and goes directly to host parish)
- g) Vendors Committee:
- i) Shall encourage and promote Vendors/Exhibitors for the PLC.
  - ii) Communicate with all vendors to determine their needs and introduce them to the appropriate hotel departments through the Hotel Liaison Chair.

## **Part V: Conclusion and Reporting**

At the conclusion of the PLC, the host pastor and PLC Chair are responsible for submitting the following:

1. Prepare a detailed financial report using the Antiochian Events database and send it to the PLC Coordinator , who will than forward it to the Local Bishop and the DCCP, within 60 (sixty) days from the conclusion of the PLC.
2. Distribute funds to the various Diocesan organizations in accordance to the allocations as prescribed by the DCCP leaving \$200 in the merchant account for the next PLC.
  - a. 55% to remain with the host Parish
  - b. 25% Diocese Fellowship of St. John the Divine
  - c. 10% Diocese Antiochian Women
  - d. 10% Diocese Teen SOYO
3. Prepare a summary report of the PLC including suggestions to better prepare future PLC host parishes.



## Appendix A

### Archdiocese Parish Life Conference Bid Form

Host Parish: \_\_\_\_\_

Host Parish City: \_\_\_\_\_ Host Parish State/Province: \_\_\_\_\_

Year desired to Host Conference: \_\_\_\_\_ Proposed Dates: \_\_\_\_\_

Pastor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Conference (Co-) Chair Name:  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Conference Co-Chair Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Conference (Co-) Chair

\_\_\_\_\_  
Conference Co-Chair

Date:

## **Appendix B**

### **Checklist for Preliminary Site Inspection**

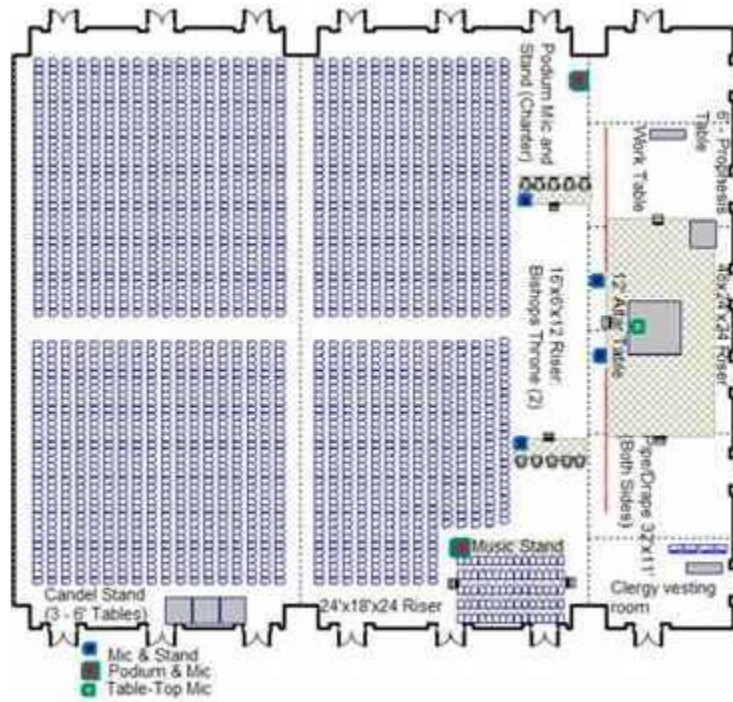
1) Estimates (based on last 2 PLCs in consultation with PLC Coordinator)

- a) Estimated Number of Attendees
- b) Total Room Nights
- c) Peak Room Night Usage
- d) Attrition Rate (%)

2) Hotel

- a) Site Location
  - i) Distance from the Airport
  - ii) Airport Shuttle Service
  - iii) Parking Costs
  - iv) Room Rates
    - (1) Double
    - (2) Quad
    - (3) Club/Concierge
  - v) Number of elevators
- b) Appearance and Upkeep
  - i) Lobby Area
  - ii) Guest Rooms
  - iii) Meeting Spaces
  - iv) Washrooms
  - v) Carpeting/Flooring
  - vi) Reception Area
- c) Amenities
  - i) Coffee Shops
  - ii) Number of Restaurants
  - iii) Adequate Lobby Area
  - iv) Fitness Centre
  - v) Wi-Fi

## Appendix C Chapel Set-up Diagram



*The above diagram is for general reference. Each Diocese will have a clear idea of their specific needs.*  
The Host Parish shall provide the following items for the Chapel in the hotel:

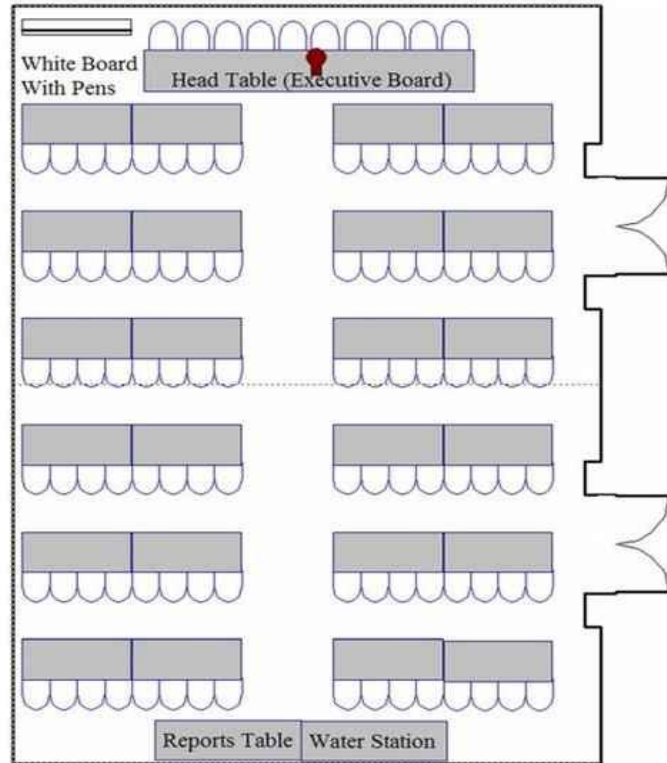
1. Service Books (English and Arabic)
2. Liturgical Readings for Services (provided by the Department of Liturgics)
3. Choir Music (provided by Department of Sacred Music)
4. Altar Gospel
5. Epistle Book
6. Altar Table and Altar Vestments
7. Two (2) Hand Crosses
8. Chalices/Spoons (minimum six), Diskos (with star) and Spear
9. Cruets for Water and Wine
10. Censer, Stand, Charcoal and Incense
11. Iconostasis
12. Icons for Veneration
13. Candles and Candlesticks for Altar Table (check with hotel for fire code regulations)
14. Candles and Candle Stand at Entrance of Chapel
15. Antimins
16. Processional Cross, Fans and Lanterns
17. Zeon
18. Collection Baskets (candle and Sunday collections goes directly to the Host Parish)
19. Bread Knives and Cutting Board
20. Holy Bread for each Liturgy
21. Wine
22. Hot Plate and Small Pot
23. Communion Cloths, Aer, Veils, and Altar Server Vestments

## Appendix D Organization Meeting/Workshop Room Setup

### Organization Meetings:

1. Clergy Wives
2. Clergy Meeting (meets in Chapel)
3. Fellowship of St. John Divine
4. Teen SOYO
5. Antiochian Women (they also have a luncheon meeting)

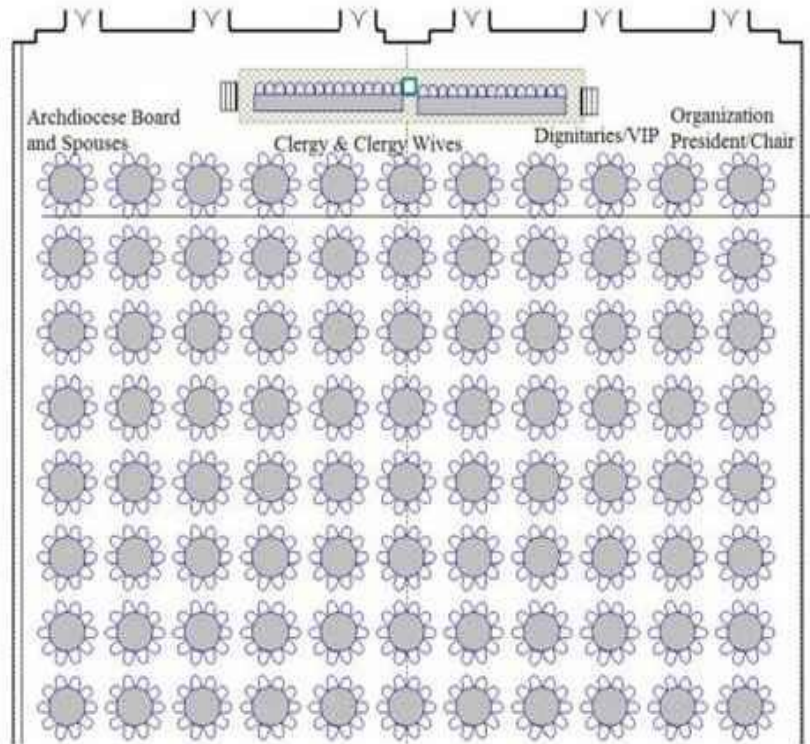
Hotel will provide, paper, pens, and water for attendees.



Meeting Facilities Chair should contact each organization President for the specific needs of the respective groups. The above is as an example only.

## Appendix E Banquet Room Setup

- Archdiocese Organization Rep Spouse
- Archdiocese Organization Rep (Order, Fellowship, Teen SOYO, or AOCWNA)
- Diocese SOYO President
- Diocese Fellowship St. John Divine President (outgoing)
- Spouse
- Diocese Antiochian Women President (outgoing)
- Spouse
- Conference Chair Spouse
- Conference Chair
- Host Pastor's Spouse
- Host Pastor
- Guest Speaker
- Metropolitan Primate
- Podium
- Diocese Bishop
- Master of Ceremonies
- Master of Ceremonies Spouse
- Diocese Chair of St. Ignatius (outgoing)
- Spouse
- Oratorical Winner



The above can also be seated in a double-tiered head table depending upon the number of guest bishops present. Seat archdiocesan clergy and wives, trustees and spouses, and other dignitaries in reserved sections immediately in front of the dais. The Local Bishop should approve the final seating arrangement.



## **Appendix F**

### **Parish Life Conference Budgeting Guidelines**

To manage a successful PLC, it is crucial to have a realistic budget. These guidelines should assist in the preparation of the PLC budget. Again, other outside factors need to be considered including size and location of the Host Parish.

**PRIOR PLC NUMBERS:** The first step is to review past conference data, in particular to Registration, Early Bird and Regular Ticket Books and Individual Tickets by respective age groups (Children, Teens, Adults and Clergy). Use at least 2-3 Conference average and reduce the number by 15% to provide some lee-way. After you have estimating the number of Attendees, itemize by age group and do the same for Early Bird and Regular Ticket Book, and individual Event Tickets as well.

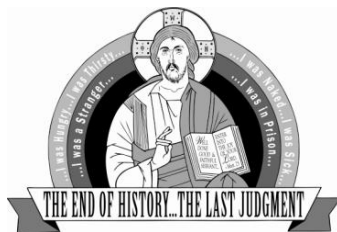
**“EARLY BIRD” AND “REGULAR” TICKET BOOKS:** These ticket books generate income for all the events that are included within the ticket book itself. Based on the projected attendance and registration obtained from the prior PLC numbers, allocate income proportionally to each of the individual events.

**EVENT BUDGETS:** Estimate total cost per person based on the negotiated prices with the hotels and other service providers (DJs, bands, lighting, etc.) and include at 20% buffer in the total expenses as a safety factor, which can be used to cover shortfalls should lower than expected registration occur. Review the estimated cost per person versus the projected revenue based on the estimated attendance and ensure that no events have expenses exceeding revenues.

**CONFERENCE BUDGET:** Once all budgets for each event is completed, review all other expenses associated with the PLC including registration, office, audio visual, printing, comps, gifts, etc. and determine total revenue that will be required to offset all of these expenses. Other possible sources of revenue include donations, souvenir journal advertisements, sponsorships, etc.

The **Antiochian Events** web software has a budgeting tool that will assist in the creation of a budget. This will allow the PLC to verify actual numbers and figures against the budgeted amounts throughout the PLC.

## Appendix G Parent Consent Form



**[CONFERENCE NAME]**  
 Hosted By [HOST PARISH (ES) NAME]  
**[HOTEL NAME] [CONFERENCE DATES]**  
*Parent Consent Form*

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Hotel Room No.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Hotel Room No.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Hotel Room No.: \_\_\_\_\_

Parish and City: \_\_\_\_\_

I (parent or guardian) \_\_\_\_\_ of the above named child/children am unable to attend the Conference but give permission to the below named person to act as chaperone for my child/children during the Conference. I also give permission to the above named child/children to attend the [YEAR] [DIOCESE NAME] Parish Life Conference to be held at [HOTEL NAME] hosted by [HOST PARISH(ES) NAME] Antiochian Orthodox Church, [PARISH CITY, ST], [CONFERENCE DATES]. The undersigned does hereby indemnify and agree hold harmless [HOST PARISH NAME(ES)] Antiochian Orthodox Church, of [PARISH CITY, ST] and the Antiochian Orthodox Christian Archdiocese of North America, their agents, affiliates, parishioners, guarantors, employees, and/or any assigns thereof, for any and all liability, costs, expenses, incidents and/or occurrences resulting from the undersigned's child's/children's actions, and/or the proper lack thereof (as the case may be), while attending the YEAR] [DIOCESE NAME] Parish Life Conference, whether such liability, costs, expenses, incidents and/or occurrences happens to the undersigned's child/children and/or his/her invitees, or whether such liability, costs, expenses, incidents and/or occurrences happens either on or off the Conference premises.

\_\_\_\_\_  
Parent/Guardian Signature Date

I (chaperone's name) \_\_\_\_\_ take responsibility for the above named child/children during his/her/their stay at the [YEAR] [DIOCESE NAME] Parish Life Conference. I understand that it is my responsibility to see to it that the child/children for whom I am responsible act(s) appropriately during his/her/their stay at this Conference and, by signing below, I hereby accept such responsibility. I further understand that I will be called upon in the event that there is a problem involving this/these child/children and that I will be expected to assist the Conference in this matter.

\_\_\_\_\_  
Chaperone's Name (print) Chaperone's Signature Date Room No.

**Chaperone's cell phone number ( \_\_\_\_\_ ) \_\_\_\_\_**

***Chaperone's signature must be done in the presence of the Conference Registration personnel before Registration Badges will be issued. Identification is required. No form will be accepted without completion and signature of the parent/guardian and chaperone.***

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Emergency Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

(HOST PARISH – ADDRESS – PHONE – FAX)

## Appendix H Teen Code of Conduct Form



**[CONFERENCE NAME]**

Hosted By [HOST PARISH (ES) NAME]

[HOTEL NAME] [CONFERENCE DATES]

**Teens Code of Conduct Form**

Teen Name: \_\_\_\_\_ Hotel Room No.: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age at start of the Conference: \_\_\_\_\_

Parish and City: \_\_\_\_\_

1. Conference attendees are expected to participate in all services and scheduled activities. Teens are expected to behave in a manner consistent with Orthodox Christian principles, in a manner considerate and respectful of each other, those with whom they come in contact, other hotel guests and themselves.
2. Underage drinking or illegal drug use is strictly forbidden. Regardless of the local legal drinking age, alcohol will not be served to anyone under the age of 21. Persons caught supplying drugs or alcohol to an underage drinker will be asked to leave the Conference immediately, as will the underage person who accepts and/or uses such substances.
3. Adults may not aid or abet underage drinking. It is suggested that adults not drink alcohol in front of teens outside of Conference social events.
4. Anyone under eighteen (18) years of age must have a responsible adult chaperone in attendance at the Conference. The responsible adult must be at least 25 years of age, or the teen's local parish youth director, as designated by the local pastor. The chaperone must sign the Parental Consent Form along with the teen, in the presence of the Conference Registration, prior to the teen's registering for the Conference. Each adult chaperone may be responsible for no more than seven teens. A copy of the Parent Consent Form shall be kept on file by the registration committee the Archdiocese Department of Youth Chair, and Diocese Teen SOYO Spiritual Advisor having access to the files as necessary. Underage persons arriving without a chaperone will not be allowed to register for the Conference or receive the Conference group rate.
5. Curfew will be 1:00 AM, after which time all teens must be either in their rooms, with their parents, or with a chaperone at an official event. Violators will be asked to leave.
6. Teen advisors, in consultation with their pastor, may ask unruly teens from their parish to leave the Conference hotel. The Archdiocese Department of Youth Chair and the Diocese Teen SOYO Spiritual Advisor, in consultation with the Conference host pastor and the teen's parent or guardian, may send home any teen deemed a "problem" to the Conference. The Diocese Teen SOYO Spiritual Advisor and/or the host pastor will

contact the teen’s parent or guardian to make travel arrangements home at the family’s expense. Hotel management will work closely with the host Parish to guarantee compliance.

- 7. Teens should dress in modest, clean clothes for divine services. It is suggested that shorts, tightly fitting clothing, tube or tank tops, short skirts/dresses, low cut tops/dresses, T-shirts with logos, writing, etc. are not appropriate attire for the Divine Services.
8. The purpose of the Conference is to bear witness to Christ and to uplift one another in the faith. The above rules will be strictly adhered to and there will be no appeal for appropriate decisions made in compliance with the above rules. Please direct any questions regarding the above rules to either the Archdiocese Department of Youth Chair or Diocese Teen SOYO Spiritual Advisor before arriving for the Conference.
9. The Parent/Guardian will be responsible for any damages caused by any minor(s) under their charge, while staying at the hotel at the Conference; in the event the hotel expects reimbursement for said damages.

I \_\_\_\_\_ have read the above Teen Code of Conduct and I
Teen Name

agree to abide by them during my stay at the Conference. I further understand that my parents or chaperone will be called upon, in the event that there is a problem involving me, and that they will be expected to assist the Conference in this matter.

\_\_\_\_\_
Teen Signature Date

\_\_\_\_\_
Chaperone/Parent Name