



Checklist and Requirements

The information listed below, should be complied by the PLC or Convention (“Events”) Technology Committee Chair, as some items are technically based. Some information is required for multiple components (e.g., Website, Database or App), and should be submitted separately to each specific email.

When submitting information for each component only submit **complete information for each specific section** (i.e., General Information, Hotel Information, Forms, etc.). If partial information is submitted for a specific section, the work will not commence until the entire section is submitted in order to maximize efficiency. Please allow between 2-4 weeks for updates to be completed. Work will be put on a priority list and addressed on a first come first serve basis.

Section	Description	Website	Database	App
1	General Information	✓	✓	✓
2	Hotel Information	✓		✓
3	Forms	✓	✓	
4	Schedule	✓		✓
5	Keynote and Workshop Speaker Information	✓		✓
6	Promotional Videos	✓		✓
7	Other Information (upon approval)	✓		✓

To build the AE System, the host parish must submit the content, as provided on the Checklist, by the deadline to the email address below:

Component	Deadline	Email
Database	1 December of preceding year	ae@antiochianevents.com
Mobil App	15 April of the Event year	app@antiochianevents.com
Website	15 December of preceding year	webmaster@antiochianevents.com

For additional information, please use the AE System Team email: info@antiochianevents.org

Once, each component is built, the host parish will receive a draft to review before going live. If the host parish would like a specific component to go live earlier, please submit the information 2-4 weeks before the indented launch date. Please submit only completed Section information. Incomplete information will not be updated, until the completed section is submitted.

Checklist and Requirements

Please submit completed sections only, partial sections will not be deployed until entire section is submitted.

Section 1: General Information (for Mobil App, Database and Website)

- General and Mailing Information
 - Official Name of the EVENT:
 - Host Parish: *e.g., Church Name (City, St/PR), "St. George Church (Cicero, IL)*
 - Host Parish Website,
 - EVENT Mailing Address
 - Contact Phone Number
 - Dates:
- Photos of Church (300 Resolution minimum) *2 Photos Minimum*
 - Photo of the Church Building
 - Photo of Church Inside (if possible, without People)

Section 2: Hotel Information (for Mobil App and Website)

- General and Mailing Information
 - Hotel Official Name
 - Hotel Address and Phone Number
 - Hotel Website
- Hotel Reservation Link: *direct hotel reservation link, provided by the Hotel for online group reservations*
- Hotel Video: *Hotel Video link (YouTube great resource to find one), provide URL*
- Photos of Hotel and Local Attractions (300 Resolution minimum) *6 Photos Minimum (sample list)*
 - Hotel Outside
 - Hotel Inside
 - Hotel Lobby
 - Hotel Fitness and Pool Area
 - Hotel Restaurants
 - Hotel Guestrooms
 - Local Attractions
- Hotel Group Benefits
 - Negotiated Group Rate: *Hotel Room Type, Group Rate including duration, i.e. three day before and after*
 - Any Discounts that the EVENT Negotiated, *e.g., Parking, Access to hotel Fitness Center/Spa, Free Wifi in Rooms and Public areas, Restaurant Discounts, etc.*
- Local Attraction/Restaurants
 - Listing of local attractions - *Hotel can provide this to you or may be on the hotel website*
 - Listing of local restaurants - *Hotel can provide this to you or may be on the hotel website*
- Maps
 - Detailed map of hotel interior including all meeting space

Section 3: Forms (for Database and Website)

- The AE Team with the approval the DCCP have developed eight template forms for the EVENT.
- These templates must be modified specifically for your EVENT. *See instructions below.*
- These templates should be modified by your technology Chair since that person should have knowledge in these programs.
- For assistance with these templates, contact AE Team for instructions
- These forms can be located for download: www.antiochianevents.com/downloads.

Section 4: Schedule (for Mobile App and Website)

- In addition to the eight Templates above, the EVENT Schedule is available to be downloaded and updated with your content: www.antiochianevents.com/downloads.
- The schedule is in Microsoft Excel, for assistance with the Schedule, contact AE Team for instructions

Checklist and Requirements

Section 5: Workshop and Keynote Speakers (for Mobile App and Website)

- For each speaker session include the following
 - Date and time (beginning and end time) of session
 - Topic
 - Speaker Name (With Clergy or Professional title if any)
 - Detailed biography of Speaker in Microsoft Word Format
 - Profile Picture of Speaker (Image File): *minimum of 300 resolution*
 - Video Link of speaker: *utilizing YouTube, submitting link*

Section 6: Promotional Video (for Mobile App and Website)

- Besides the Hotel Video, the Host Parish may want to include promotional Videos for use on the Website and Mobile App.
- If Promotional Videos are used, upload the video to YouTube and provide the link to integrate.

Section 7: Other Materials (for Mobile App and Website)

- Additional items may be included if the content is EVENT related. To ensure the content is related to the EVENT both the AE Team and DCCP must approve it before it is added and deployed.

Item	Need Approval	Website	App
Listing of EVENT Vendors and Map of Vendor Area	Approved		✓
Listing of all Donors/Sponsors or electronic copy of Souvenir Journal	Approved		✓
Description of Young Adults and Teen Activities	Approved	✓	✓
Links to off-site events	Approved	✓	✓
Copy of Liturgical service Text	Need Approval		✓
Advertisement/links to local	Need Approval	✓	✓
Other items, provided its content is solely EVENT related and not for commercial, Diocese or Parish use	Need Approval	✓	✓