



Policies and Requirements

Listed below are policies set forth by Antiochian Events and the DCCP. These policies must be adhered to, and any deviation must obtain prior approval from the AE and the DCCP.

- AE is required for all Diocese Parish Life Conference's and Archdiocese Convention ("Events") without exception.
- On all AE components (Database, Mobil App and Website) No acronyms/abbreviations will be displayed (with the exception of State/Province and Currency Type).
- Only the approved Convention/Conference logo can be used.
- Only AE standardize Form Templates and Schedule format can be used for all EVENTS.
- Organization Affiliation:
 - The AE system, only allows Archdiocese approved organizations listed below:
 - Antiochian Women
 - Order of St. Ignatius of Antioch
 - Teen SOYO
 - Young Adult Ministry
 - If a specific EVENT requires an additional organization, contact AE Team and the DCCP for approval
- Groups
 - The AE Team and the DCCP has approved five Groups for use with the AE System. This allows exclusive Registration, Ticketed Events and Packages based on these groups i.e. Children have free Registration, Teen Dance only available to Teens, Clergy & Clergy Wives Events etc.
 - Children (Ages 3-12)
 - Teens (Ages 13-19)
 - Adults (20 and older)
 - Clergy (all Bishops, Priests, and Deacons)
 - Clergy Wives (all spouses of Priests or Deacons)
 - If a specific EVENT requires an additional Group, contact the AE Team and the DCCP for approval. However, once the EVENT is live, the system cannot add additional Groups.
- Archdiocese Mandatory Registration:
 - Archdiocese Conventions must charge a mandatory **Registration Fee of \$20.00** for all Teens, Adults, Clergy and Clergy Wives (Ages 13 and older) attending the Convention.
 - All Diocesan Parish Life Conferences must charge a mandatory **Registration Fee of \$15.00** for all Teens, Adults, Clergy and Clergy Wives (Ages 13 and older) attending the Conference.
- Processing Fee
 - Archdiocese Conventions must charge a **\$30.00** processing for all Teens, Adults, Clergy and Clergy Wives (Ages 13 and older) attending the Convention, who does not purchase any ticketed event
 - All Diocesan Parish Life Conferences must charge a **\$20.00** processing for all Teens, Adults, Clergy and Clergy Wives (Ages 13 and older) attending the Parish life Conference, who does not purchase any ticketed event.
 - No Ticketed Event Price shall be less than the processing Fee.
- Ticketed Events and Packages
 - There shall only be three price categories for any Ticket Event or Package
 - Children (Ages 3-12)
 - Teens (Ages 13-19)
 - Adults (20 and older), including Clergy and Clergy Wives
 - If an exclusive ticketed events is included in a group package, the price of that package may be different since different ticketed events is included in that package.
- Any event not held at the hotel requires the *Off-Site Event Form* to be use.
Each individual (even within a family) must complete a separate form.