



Mandatory Guidelines and Procedures

Overview

Antiochian Events (“AE”) provides one unified/uniform system (“AE System”), for all Parish Life Conferences (“PLC”) and Archdiocese Conventions, managed by the AE Team as mandated by the Antiochian Archdiocese Department of Convention and Conference Planning (“DCCP”).

The purpose of the AE System is to provide a unified and uniform place for each of the Hosting Parishes, to post and present information relative to that specific PLC or Convention. Please note, only information directly related to the PLC or Convention is to be placed on the AE System. **Under no circumstances** shall any unrelated vendor information or political information is allowed on the AE System.

The AE Team is responsible to work with the AE developer to prioritize all current and future updates, in consultation with the DCCP. Any request for any update must be emailed directly to: info@antiochianevents.org. Any update requested by a specific PLC or Convention will be solely funded by said Diocese or Convention and must be approved by the AE System Team and the DCCP.

The AE System Team is responsible for the following:

- Manage and prioritize all development of the AE System in coordination with the DCCP
- Oversee all components of the AE System
- Keep the DCCP updated regularly.

The AE System is comprised of the following components:

- Management Database System; including Online Registration (“AE Database”)
- PLC/Convention Website (“AE Website”)
- Mobil App (“AE Mobile App”)

Each component of the AE Team shall create and manage their respective component as follows:

- Format and Structure shall be uniform for all PLCs and Conventions, without exceptions.
- All PLC and Convention Schedules and Forms must use the same format and structure as created by the AE Team and approved by the DCCP on behalf of the Archdiocese.
- Any and all deviations from the template or information that is questionable relative to the PLC or Conventions, must first be approved, by AE Component Team Leader (e.g., Mobil App, Database, Website) AE Project Director and the DCCP Co-Chairs, prior to implementation and inclusion

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Database

The AE Database Team shall load, manage, and update the AE Database (including Online Registration) Content for all PLCs and Conventions subject to the following:

- In cooperation with the AE System Team be the Managers of all Platforms.
- In cooperation with the AE System Team be the Managers of each PLCs and Conventions Blast Email Accounts.
- The AE Database Team shall, at all times, be the Managers of the AE Database, for all current and past PLCs and Conventions (“Portal”).
- Keep the AE System Team updated regularly.
- The Host Parish shall, at all times, fully comply with the AE System format, structure, and the qualifications for all content.
- The content of the AE System shall only serve to promote the PLCs and Conventions. The AE Database shall not have any content with regards to the Diocese or Host Parish (besides contact information and external links).
- All requests for additional content (not included on the checklist) for inclusion on the AE Database are at the discretion of the AE Database Team with the approval AE Team and the DCCP.
- The AE Database Team shall submit a Database Checklist through AE Team to the Host Parish and PLC Coordinator, informing them of content required and format to build the Database, including required Deadline Date and any instructions for the content for submission to the Database Team.
- All content (including any edits/additions) for the Database, must be submitted exclusively to the AE Database Team email: AE@antiochianevents.com **only**. It is the responsibility of the Host Parish to provide the desired Database contents to the AE Database Team no later than the designated Deadline Date for such action.
- Prior to contacting the AE Database Team regarding the Checklist, it recommended the Host Parish, first contact the PLC Coordinator, since the PLC Coordinator may be able to provide the answer. This will assist the AE Database Team by allowing the PLC Coordinator to answer the information, they are familiar with. If the answer is not satisfactory, the Host Parish shall then contact the AE Database Team.
- The AE Database Team shall have the discretion to make any modification they deem necessary to maintain a unified/uniform AE Database System.
- Each PLC and Convention database shall be loaded, with the approved content for each PLC and Convention based on contents submitted.
- The completed/loaded Database shall be submitted to the Host Parish for their approval prior to the database being launched. It is the absolute responsibility of the Host Parish to provide 100% validation of the completed Database to the AE Database Team no later than the designated Deadline Date for such action.
- Once the AE Database Team has received, from the Host Parish, the reviewed and approved information, including the validation of all contents, the AE Database Team will only accept further changes on a “Need to have basis” and said changes, if any, shall be processed on a “time-available and first-in, first-out bases.” At the time of receipt of the request for the late changes, if any, the AE Database Team shall notify the requesting Host Parish of the timeline for completion of those changes, based on the then-current workload and schedule of the AE Database Team.
- AE Database Team shall conduct all training.
- AE Database Team shall monitor the Portal for accuracy and data integrity, if any changes of data is required for any PLC or Convention, the AE Database Team shall contact the Host Parish explaining the issue and either walk them through making the change, or a member of the AE Database Team shall make the change, depending on the difficulty of the change.

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Mobile App

The AE Mobile App Team shall manage, and update all Mobile App Content for all PLCs and Conventions subject to the following:

- In cooperation with the AE System Team be the Managers of Mobile App platform.
- Keep the AE System Team updated regularly.
- The Host Parishes shall, at all times, fully comply with the Mobile App Format, Structure, and the qualifications for all Contents.
- The content of the Mobile App shall serve to promote the PLCs and Conventions, and any content should be related to conference and convention matters only.
- All requests for additional content (not included on the checklist) for inclusion on the AE Mobile App are at the discretion of the AE Mobile App Team with the approval AE Team and the DCCP.
- The AE Mobile App Team shall submit a Mobile App Checklist through Antiochian Events to the Host Parish, informing them of Contents required and format to build the Mobile App, including required Deadlines and any instructions for the Contents to be submitted to the Mobile App Team.
- All content (including any edits/additions) for the Mobile App must be submitted exclusively to the AE Mobile App Team email: app@antiochianevents.com **only**. It is the responsibility of the Host Parish to provide the desired Mobile App contents to the AE Mobile App Team no later than the designated Deadline to ensure the app content is assembled and posted in a timely manner.
- All Contents (including any edits/additions) for the Mobile App must be submitted to the Mobile App Team email - app@antiochianevents.org - **only**. It is the absolute responsibility of the Host Parishes to provide 100% of the desired Mobile App Contents to the Mobile App Team no later than the designated Deadline to ensure the app content is assembled and posted in a timely manner.
- Prior to contacting the AE Mobile App Team regarding the Checklist, it recommended the Host Parish, first contact the PLC Coordinator, since the PLC Coordinator may be able to provide the answer. This will assist the AE Mobile App Team by allowing the PLC Coordinator to answer the information, they are familiar with. If the answer is not satisfactory, the Host Parish shall then contact the AE Mobile App Team.
- The AE Mobile App Team shall have the discretion to make any modifications they deem necessary to maintain a unified/uniform Mobile App.
- Each Mobile App shall be loaded with the approved Contents for each PLC and Convention based on Contents submitted, including any Contents obtained from outside sources to enhance the Mobile App (i.e., embed Hotel Videos from YouTube; Links to local attractions; Dining Guides, etc.)
- The completed/loaded Mobile App shall be submitted to the Host Parishes for their approval prior to the Mobile App being launched. It is the responsibility of the Host Parishes to provide feedback of the completed Mobile App to the Mobile App Team no later than the designated Deadline for such action.
- Once the Mobile App Team has received from the Host Parishes the reviewed and approved Mobile App, including the validation of all Contents, the Mobile App Team will only accept further changes on a “Need to have basis” and said changes, if any, shall be processed on a “time-available and first-in, first-out bases.” At the time of receipt of the request for the late changes, if any, the Mobile App Team shall notify the requesting Host Parish of the timeline for completion of those changes, based on the then-current workload and schedule of the Mobile App Team.

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Website

The AE Website Team shall manage, and update all Website content for all PLCs and Conventions subject to the following:

- In cooperation with the AE System Team be the Managers of Website Domains and Website Platforms.
- In cooperation with the AE System Team be the Managers of AE Email Accounts.
- Keep the AE System Team updated regularly.
- The host parishes shall, at all times, fully comply with the AE Website format, structure, and the qualifications for all contents.
- The content of the Website shall only serve to promote the PLCs and Conventions. The AE Website shall not have any contents with regards to the Diocese or Host Parish (besides contact information and external links).
- All requests for additional content (not included on the checklist) for inclusion on the AE Website are at the discretion of the AE Website Team with the approval AE Team and the DCCP.
- The AE Website Team shall submit a Website Checklist through AE Team to the Host Parish and PLC Coordinator, informing them of content required and format to build the Website, including required Deadline Date and any instructions for the content for submission to the Website Team.
- All contents (including any edits/additions) for the Website must be submitted exclusively to the AE Website Team email: webmaster@antiochianevents.com **only**. It is the responsibility of the Host Parishes to provide the desired website contents to the AE Website Team no later than the designated Deadline Date for such action.
- Prior to contacting the AE Website Team regarding the Checklist, it recommended the Host Parish, first contact the PLC Coordinator, since the PLC Coordinator may be able to provide the answer. This will assist the AE Website Team by allowing the PLC Coordinator to answer the information, they are familiar with. If the answer is not satisfactory, the Host Parish shall then contact the AE Website Team.
- The AE Website Team shall have the discretion to make any modification they deem necessary to maintain a unified/uniform Website. If such changes are made the AE website Team will inform the Host Parish.
- Each Website shall be loaded with the approved Contents for each PLC and Convention based on Contents submitted, including any Contents obtained from outside sources to enhance the Website (i.e., embed Hotel Videos from YouTube; Links to local attractions; and, Dining Guides, etc.)
- The completed/loaded Website shall be submitted to the Host Parishes for their approval prior to the Website being launched. It is the absolute responsibility of the Host Parishes to provide 100% validation of the completed Website to the Website Team no later than the designated Deadline Date for such action.
- Once the AE Website Team has received, from the Host Parishes, the reviewed and approved Website, including the validation of all Contents, the AE Website Team will only accept further changes on a “Need to have basis” and said changes, if any, shall be processed on a “time-available and first-in, first-out bases.” At the time of receipt of the request for the late changes, if any, the AE Website Team shall notify the requesting Host Parish of the timeline for completion of those changes, based on the then-current workload and schedule of the Website Team.