Antiochian Orthodox Christian Archdiocese of North America
Department of Conventions and Conference Planning

Template Instructions

- Templates
  - AE has nine(9) Templates (eight (8) forms and a Schedule). These templates were developed by the AE Team with the approval the DCCP for use with all EVENTS.
  - Each of the Templates need to be updated with content specific for your EVENT.
  - Once the Templates are updated and submitted to the AE Team they will be published on the AE Website and the Schedule on the AE App; the content will be used to build the AE Database for the On-line Forms.
  - The Templates are in Microsoft Excel, Publisher or Word depending on the specific Template. Publisher in not available on Mac computers (without Mac OS and Windows Parallel install on the Mac computer). To update these Templates obtain a PC with Publisher or contact the AE team for assistance.
  - These Templates must be formatted precisely. It is recommended that the EVENT Technology Chair or someone with advance knowledge with these applications be assigned this task.
  - Each Template has specific fields that need to be modified, which is indicated by brackets [ ]
    - The brackets will indicate what you need to enter for the specific PLC or Convention
    - Once you modify the text in the bracket remove all remaining text and the brackets
  - Listed below are the templates and the application associated with each.

Form	Format
Event Registration Form	Microsoft Publisher
Kids' Club Medical Form	Microsoft Word
Minor Participation Form	Microsoft Word
Off-Site Event Form	Microsoft Word
Souvenir Journal Form	Microsoft Publisher
Sponsorship Form	Microsoft Publisher
Payment Form	Microsoft Publisher
Vendor Form	Microsoft Publisher
Schedule	Microsoft Excel

  - Global Template Fields *(Header/Footer) that are used on multiple forms (typical in the header/footer)*
    - EVENT NAME - [Archdiocese Convention]/[DIOCESE] Parish Life Conference]: E*nter either Archdiocese Convention or Diocese Name Parish Life Conference, removing brackets and remaining text depending on type of Event, i.e., "Archdiocese Convention" or "Diocese of Toledo and Midwest Parish Life Conference."*
    - DATES - [DATES]: *Enter the dates of the EVENT, i.e., June 30 – July 3, 2022.*
    - Host Parish: [Host Parish Name]: *After "Hosted By:" enter the Host Parish name followed by (City, State/province), I.e., St. George Church (Cicero IL),*
    - EVENT Mailing Address - [HOST PARISH MAILING ADDRESS AND CSZ]: *Enter the EVENT mailing address for all correspondence to be sent too i.e., 10 Street, Cicero, IL 60401.*
    - Phone – [PHONE]: *Enter EVENT Contact Phone number i.e., 800.555.1212.*
    - Email - [EMAIL]: *Enter Email address of EVENT, see above (website section).*
    - Website – [WEBSITE]: *Enter the Website address of EVENT, see above Website address, on the form twice.*

- Deadline – [DEADLINE]: *On the Event Registration, Souvenir Journal, Sponsorship or Vendor forms there is a Deadline Field preceded by a label describing Deadline type e.g., Early Registration Deadline, Souvenir Journal Deadline, Sponsorship Deadline or Vendor Deadline. Replace the Deadline with the date format Month Day, Year: June 1, 2022.*

- Paragraph disclaimer fields
  - This is required for Kids' Club Medical, Minor Participation, Off-site Event and Vendor Forms
  - In the text of the Paragraphs some of the following fields in brackets need to be modified
    - Host Parish - [HOST PARISH]: enter the Host Parish Name only followed by "Antiochian Orthodox Church" *i.e.,* "St. George" Antiochian Orthodox Church
    - Host Parish City, State - *[PARISH CITY, ST]: Enter the City, State/Province of the Host Parish, I. e. Cicero, Il, Montréal, QC*
    - Diocese - [DIOCESE] (not required for Archdiocese Convention): *Enter the full Diocese Name, e. g. Diocese of Worcester and New England, if Archdiocese convention you can remove the text*. This may be repeated in paragraph, follow same procedure.
    - Dates – [DATES]: *Enter the Dates of the EVENT, i.e., June 30 – July3, 2022*
    - Year – [YEAR]: *Enter year of EVENT in four digits, i.e., 2022*
    - Hotel – [HOTEL]: Enter the Hotel Name.
- Form specific Fields.
  - Event Registration
    - Update Header Fields *see above.*
    - Table: *In the body of the form, with the Event Registration information.*
    - ***DO Not*** *delete a column/row in the table since it could impact the entire table. It is recommended to remove text on the top column and have AE team remove the column.*
    - Event Type - [Convention]/[Conference]: on the top right of the form, in the text box, select either *"Convention" or "Conference." depending on type.*
    - Organization Affiliation
      - As set forth above in the *Policies and Requirements Section,* only approved Archdiocese Organizations are allowed on the Event Registration Form
      - If any of the Organizations do not apply to your Diocese, remove the organization name text and the AE Team will remove the column.
    - Group
      - As set forth above in the *Policies and Requirements Section,* only the five (5) approved groups are allowed on the Event Registration Form.
      - This Section does not require any modification.
    - Packages
      - In the Package Section enter the text of your packages, typically there are Early and Standard Packages, and in some case Kids' Club Week Pass.
      - As set forth above in the *Policies and Requirements Section,* Adults, Clergy and Clergy Wives have the same price for all packages that contain the same events. If the Clergy or Clergy Wives package have different event their price may be different
    - Individual Event (Included in Packages)
      - This Section lists Package events only.
      - Follow the same procedure for Event Name and Price as set forth in *Individual Events above.*

- Additional Events (Not Included in Package)
  - This Section lists non-Package events only.
  - Follow the same procedure for Event Name and Price as set forth in *Individual Events above.   Where are the Individual Events above*
- Fees
  - The Prices for Processing Fee and Mandatory Archdiocese Registration Fee are set forth in the *Policies and Requirements Section.*
  - Processing Fee
    - Archdiocese Convention: $30.00
    - Parish Life Conference: $20.00
  - Mandatory Archdiocese Registration
    - Archdiocese Convention: $20.00
    - Parish Life Conference: $15.00
- Total – ([USD]/[CDN]): *Depending where EVENT is located indicate which currency will be accepted USD – US Dollars or CDN – Canadian Dollars, i.e. (USD) or (CDN).*

- Kids' Club Medical Form
  - Update the Header and Paragraph Disclaimer fields *See above.*
  - This form is required for all children to attend Kids' Club and this form is integrated. within the AE System and is automatically sent via email to anyone who registers a child.
  - In the form, remove the check box for the day there is no Kids' Club.

- Minor Participation Form
  - Update the Header and Paragraph Disclaimer Fields *See above.*
  - This form is required for all attendees under 18 (regardless, if parents/guardians are in attendance) and is integrated within the AE System to automatically send an email to anyone who registers a child or Teen.
  - In the Teen Code of Conduct (pg. 2) several of the Paragraph Disclaimer Fields *are repeated Item 1, 2 ,4,6, 8 and 9), please validate all is updated.*
  - *For Archdiocese Convention (Item 6 and 8) enter "North American"*
  - Recommended to have a second review for accuracy.

- Off-site Event Form
  - This Form is required for all Events taking place off-site (including Events at local Church). A separate Form is required for each Event off-site and must be completed and submitted by each attendee at that Event.
  - Update Header Fields *see above.*
  - Event Date: *Enter in long format the date of the Off-site Event, i.e., June 1, 2022*
  - Event Name: *Enter the name of the Event and the Address of location in i.e.,* Miniature Golf (10 OffshoreDr., Chicago, IL 60405).

- Souvenir Journal Form
  - Update Header Fields *see above.*
  - Category Name: *Enter the name of each Souvenir Journal Category, if Parish/Organization discount indicate in name, i.e., "Full Page – Parish/Organization Discount."*
  - Measurement: *Enter Measurement in British/US Format (not metric) for each category*
  - Donation: *Enter the Price of Each Category.*
  - Donation – ([USD]/[CDN]): *Depending where the Event is located, indicate which currency will be accepted USD – US Dollars or CDN – Canadian Dollars, i.e. (USD) or (CDN).*

- Sponsorship Form
  - Update Header Fields *see above.*
  - Event Type - [Archdiocese Conventions]/ [Parish Life Conferences] on the left side of the form, in the text box, select either *"Archdiocese Convention" or "Conference." depending on type; at the end of the paragraph enter either "Convention: or "Conference" a second time as well.*
  - In the Table enter the Sponsorship Category information; if you need additional rows, you can use the tab on last row to keep selecting table until new row is inserted.
    - Donation – ([USD]/[CDN]): *Depending where EVENT is located, indicate which currency will be accepted USD – US Dollars or CDN – Canadian Dollars, i.e. (USD) or (CDN).*
    - Category Name: *Enter the name of each Sponsorship Category. Included* in Sponsorship: *Enter what is included in the Sponsorship, i.e., Souvenir Journal Entry size, complementary Event tickets, etc.*
    - Donation: *Enter the amount of Each Category.*
  - *Below Table, enter either "Convention" or "Conference."*
  - Sponsorship Earmarks Category (Bottom Left Column): *In the second table enter the Sponsorship Category to put your donations (earmark) toward, i.e., Specific Events, Youth Activities, Children Activities, Hierarch Meals, etc. Keep the last option as "General Donation" for those who making their Sponsorship at the discretion of the EVENT.*
- Payment Form
  - This is the second page for the Event Registration, Souvenir Journal, Sponsorship and Vendor Forms. However, if your EVENT is in Canada there a slightly different form since we cannot accept and process electronic checks in Canada.
  - Update the Header and Paragraph Disclaimer fields *See above.*
  - Privacy Link: *Keep blank the AE Database Team will populate this field and return the Form completed.*
- Vendor Form
  - Update the Header and Paragraph Disclaimer Fields *See above.*
  - Amount – ([USD]/[CDN]): *Depending where Event is located indicate, which Currency will be accepted USD – US Dollars or CDN – Canadian Dollars, i.e. (USD) or (CDN).*
  - In the Table on Left Column, enter Name for each Category, Price and what is included, *i.e.,* Registration, Tables, etc.
- Schedule
  - Update Header Fields *See above.*
  - For each day enter the day in short form (eight Digits) it will be re-formatted to long form, *i.e., Monday July 4, 2022*
  - Enter for each Event the following, if need additional line insert lines as need.
  - On each Column, enter as follow
    - Time: *Enter in column "A" Beginning Time and column "B" Ending Time*
    - Event: *Enter the name of Event*
  - Location: *Enter Room name*