

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



**Blast Email List Guidelines**

Antiochian Events (AE) is under the jurisdiction of the Antiochian Orthodox Christian Archdiocese of North America, Department of Conventions and Conference Planning (DCCP). AE captures all emails of past attendees, contributor/donor, and vendor (LISTS) for each Diocesan Parish Life Conference (PLC) or Archdiocese Convention (AC). These emails are used to promote future PLCs and ACs (EVENTS) through the external email marketing system (BLAST) that AE deploys and are governed by the AE Terms of Use (see [www.antiochianevents.org](http://www.antiochianevents.org)).

Listed below are guidelines and procedures in managing the BLASTS

1. Each EVENT has its own unique account with access **only** to their specific EVENT LISTS (email lists); a specific EVENT does not have access to other EVENT information or LISTS.
2. Each EVENT's unique account will consist of a standardize template and LISTS to allow the Host Parishes to send out BLASTS to specific LIST (e.g., Past Attendees/Contributors, Vendors, Clergy, etc.). **Under no circumstances** shall these LISTS be consolidated by anyone for any reason whatsoever. In the event the Host Parish consolidates the LISTS, it may affect the ability to send additional BLASTS for the EVENT.
3. In accordance with the AE Term of Use, the LISTS will never be sold, borrowed, rented, or leased to any individual(s) or entity. To support the ARCHDIOCESE (it's Dioceses), organizations, departments, and ministries activities, AE will send out BLASTS on their behalf to our LISTS, provided it is related to the EVENTS. However, in no case will the LISTS be provided to these ancillary groups and departments.
4. All request from ancillary groups and departments (see #3 above) must be made through either the Diocesan PLC Coordinator (for PLCs) or the DCCP Co-Chairs (for Archdiocese Conventions). Such requests must include camera-ready Image files (PNG or JPG format) and their website address. Upon approval the Host Parish will send out the BLAST of the image and include a button to navigate to the website containing the informational being imparted. These BLAST requests **must** be sent out as approved and provided, and shall not include any additional information consolidated or combined with other organizations, departments, and ministries requests.

5. The PLC Coordinator or DCCP Co-Chairs are the approving authority for all requests for BLASTS from Archdiocese/Diocese Organizations, Departments and Ministries, not the Host Parish.