

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



**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 Mobil App), and should be submitted separately to each specific platform, Website, Database, and Mobil App, as appropriate.

When submitting information for each platform you must submit all the **information for as specific platform**. The work will not commence until all completed until and unless all Sections for that platform are submitted. Please allow between 2-4 weeks for completion. Work will be performed on a first come first served basis.

Section	Description	Website	Database	Mobile 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)	✓		✓

The AE Team can only complete their work on the AE System for your Event when the host parish submitted the full and complete information for the platform and it has been submitted prior to the Deadline

Component	Deadline	Email
Database	<a href="#">15 December of preceding year</a>	<a href="mailto:ae@antiochianevents.com">ae@antiochianevents.com</a>
Website	<a href="#">15 December of preceding year</a>	<a href="mailto:webmaster@antiochianevents.com">webmaster@antiochianevents.com</a>
Mobil App	<a href="#">15 April of the Event Year</a>	<a href="mailto:app@antiochianevents.com">app@antiochianevents.com</a>

For additional information, please contact the AE System Team via email: [info@antiochianevents.org](mailto:info@antiochianevents.org)

Once each platform is built, the host parish will receive a draft to review before going live. If the host parish would like to go live on a specific date, please submit the information 3-5 weeks before the intended launch date, and certainly prior to the Deadline Date. Remember, incomplete information for a specific platform will not be updated until all information is submitted for that platform.

### 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 days before and after*
  - Any Discounts that the EVENT Negotiated, *e.g., Parking, Access to Hotel Fitness Center/Spa, Free Wi Fi in Rooms and Public areas, Restaurant Discounts, etc.*
- Local Attraction/Restaurants
  - Listing of local attractions: - *Hotel Staff or Hotel Website are a sources for this information*
  - Listing of local restaurants - *Hotel Staff or Hotel Website are sources for this information.*
- Drawing of Hotel
  - Detailed drawing of Hotel interior including all meeting space (high Resolution)

### Section 3: Forms (for Database and Website)

- The AE Team has developed eight (8) Template Forms for the EVENT.
- These Templates must be modified specifically for your EVENT by your technology Chair since that person should have knowledge of these programs. *See instructions below.*
- For assistance with these templates, contact AE Team.
- These Templates can be download at: [www.antiochianevents.com/downloads](http://www.antiochianevents.com/downloads).

### Section 4: Schedule (for Mobile App and Website)

- In addition to the eight (8) Templates above, the EVENT Schedule is available to be downloaded and updated with your content at: [www.antiochianevents.com/downloads](http://www.antiochianevents.com/downloads).
- The schedule is in Microsoft Excel, for assistance with the Schedule, contact AE Team.

### 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 resolutions*
  - Video Link of Speaker, if any: *utilizing YouTube, submitting link*

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

- In addition to 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 the AE Team for integrate in the Mobile App and Website.

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

- Additional items may be included if the content is specifically EVENT related. To ensure the content is related to the EVENT, both the DCCP and the AE Team 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	Approved		✓
Advertisement/links to local (local what?)	Need Approval	✓	✓
Other items, provided its content is solely EVENT related and not for commercial, Diocese or Parish use	Need Approval	✓	✓