

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

Policies and Requirements

Listed below are policies set forth by the Department of Conventions and Conference Planning (DCCP) and the Antiochian Events Team (AE) for Diocesan Parish Life Conferences (“PLC”) and the Biennial Archdiocese Convention (“Convention”). Any deviation from these policies must first obtain prior approval from the DCCP in consultation with the AE Team.

- **Authority**
 - The DCCP is empowered by the Antiochian Orthodox Christian Archdiocese of North America to manage, set policy, and oversee the PLCs and Conventions (“EVENT”).
 - Before any issue can be escalated to the Diocesan Auxiliary Bishop or Metropolitan the DCCP must first be informed.
 - Each Diocese shall have a PLC Coordinator that represent the Diocese on behalf of the DCCP.
- **EVENT Authority**
 - The approving authority for all pricing (i.e., Packages, Ticketed Events, Souvenir Journal, Sponsorship and Vendor Tables) and schedule of events is the Diocese PLC Coordinator (PLC) and the DCCP (Convention). The Host Parish may not make any changes without prior approval.
 - The PLCs and Conventions are not a local event, but rather a Diocesan (PLC) or an Archdiocese (Convention) Event and the following is required.
 - The Host Parish must have a separate and independent bank account for the EVENT and cannot commingle funds between the EVENT and any Host Parish bank account. The PLC Bank Accounts must have separate signers from any parish bank account.
 - All revenue (i.e., Registration, Souvenir Journal, Sponsorship, Donations, Vendor Tables.) belongs exclusively to the EVENT and must be deposited in the EVENT bank account and all expenses must be paid from that account.
 - No sharing of any EVENT revenue between the Host Parish and EVENT (e.g., splitting Souvenir Journal, sponsorship, or donations proceeds, etc.). At the conclusion of the EVENT the Host Parish shall receive a percentage of the net profit.
- **Antiochian Events**
 - Required for use with all PLCs and Conventions.
 - Follow all requirements and guidelines that are set forth (see Mandatory Guidelines and Procedures; and Checklist and Requirements).
 - On all AE Platforms (Database, Mobile App and Website) no acronyms/abbreviations will be displayed (with the exception of State/Province and Currency Type).
 - Only the approved Archdiocese Convention/Conference logo can be used, no other/additional logos may be used.
 - Only AE standardized Form Templates and Schedule format can be used for all EVENTS.
- **Vendors**
 - The DCCP, on behalf of the Archdiocese, has the final approval of all vendor applications for both PLCs and Conventions. The DCCP reserves the right to reject or cancel any vendor application at any time without cause at its own discretion. Any Vendor that is not approved will be informed no less than thirty days before the Parish Life Conference or Archdiocese Convention
 - To accommodate and give adequate time for the DCCP to review and approve the Vendors, all EVENTS shall submit their list of potential Vendors a minimum of **60-day** prior to the EVENT. (See Vendor Policy).

- Organization Affiliation:
 - The AE system, only recognizes Archdiocese Organizations listed below:
 - Antiochian Women
 - Order of St. Ignatius of Antioch
 - Teen SOYO
 - Young Adult Ministry
 - If an EVENT requires consideration for an additional organization, contact the PLC Coordinator or, in the case of a Convention, the DCCP, providing the name of the organization and the reason for consideration. The approving authority will consider the request and provide a response.
- Groups
 - The DCCP have approved five (5) 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. The Groups are:
 - Children (Ages 3-12)
 - Teens (Ages 13-18)
 - Adults (19 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 PLC Coordinator or, in the case of a Convention, the DCCP, providing the name of the Group and the reason for consideration. The approving authority will consider the request and provide a response. However, once the EVENT is live, the system cannot add additional Groups.
 - All attendees, at any EVENT, under the age of eighteen (18) must sign and must have their Parent/Legal Guardian sign the Minor Participation Form prior to receiving their Registration Badge. Those without Badges will not be allowed to participate at the EVENT.
- 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 Fee** for all Teens, Adults, Clergy and Clergy Wives (Ages 13 and older) attending the Convention, who do not purchase any ticketed event.
 - All Diocesan Parish Life Conferences must charge a **\$20.00 Processing Fee** for all Teens, Adults, Clergy and Clergy Wives (Ages 13 and older) attending the Parish life Conference, who do not purchase any ticketed event.
 - No Ticketed Event Price shall be priced less than the Processing Fee.
- Ticketed Events and Packages
 - There shall be only three (3) Price Categories for any Ticket Event or Package
 - Children (Ages 3-12)
 - Teens (Ages 13-18)
 - Adults (19 and older), including Clergy and Clergy Wives
 - If an exclusive ticketed event is included in a group package, the price of that package may be different since different ticketed events are included in that package.
 - All Teen exclusive ticketed events (i.e., Teen Outing, Teen Dance, etc.) are for **Ages 13-18 Only** (with the exception of advisors); anyone else attending the event will be asked to leave that event without be granted refund.

- All Young Adults exclusive ticketed events are for **Ages 19 and over only**; if any 18-year-old wishes to attend any Young Adult EVENT they must register for the EVENT as an adult (instead of teen) and must pay Adult Prices for all packages/ticket Events and will not be able to attend any teen exclusive Events. They must decide if they are Teen or Adults!
- Anyone attending any EVENT that is under the age of eighteen must complete the Minor Participation Form in order to receive their EVENT Badge.
- Any Event not held at the hotel requires the Off-Site Event Form to be completed and signed by each attendee at that EVENT regardless of the Group status of the attendee. Each individual (even within a family) must complete a separate form.