

## Department of Convention and Conference Planning



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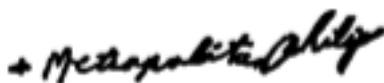
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+Metropolitan PHILIP  
Primate  
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**Department of Convention and Conference Planning**

# **Biennial Convention Planning Manual**

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The Department of Convention and Conference Planning (DCCP) is mandated to provide information and guidance to Parishes wishing to host the Biennial Archdiocese Convention (Convention) and Diocesan Parish Life Conferences (PLC).

The Primate and the Archdiocese Board of Trustees (Archdiocese Board) empower the Department of Convention and Conference Planning (DCCP) to oversee the planning and execution of the Biennial Archdiocese Convention (Convention) and to alter any arrangements that are not consistent with the policies of the Archdiocese and this manual.

The Convention is under the **direct supervision and authority** of the Primate, the Archdiocese Board and the DCCP.

It is divided into 6 parts:

**Part I: Convention Bidding Procedure**

**Part II: Hotel Rooms, Meeting Facilities, Catering and Contract Requirements**

**Part III: Responsibilities**

**Part IV: Convention Committees**

**Part V: Typical Events Schedule**

**Part VI: Conclusion and Reporting**

**Appendices and Glossary of Terms**

## **Part I: Convention Bidding Procedure**

The process for bidding to host an Archdiocese Convention begins five (5) years prior to the Convention. Parishes wishing to submit a bid shall follow these procedures:

- 1) Contact the Archdiocese Headquarters in writing to obtain permission from the Primate to pursue a bid.
- 2) Upon receiving written permission from the Primate, contact the DCCP Co-Chairs and inform them of the Parish's intention to bid.
- 3) Obtain reports from the past two Conventions from the DCCP Co-Chairs as well as download the convention planning manual from Archdiocese website:  
<http://www.antiochian.org/dccp>.
- 4) Determine which hotels in the area meet the DCCP requirements and are suitable locations for hosting the convention. Please refer to Part II: Hotel Rooms, Meeting Facilities, Catering and Contract Requirements and to the Checklist for Preliminary Site Inspection (Appendix A). Before approaching a hotel, contact the DCCP which is in discussions with various hotel chains to obtain preferred rates. If the Parish contacts a hotel directly, the Parish may no longer be able to maximize these benefits.
- 5) Contact the candidate hotels and secure a commitment for the required guest rooms and meeting space for last full week in July on a first option basis (The DCCP will not consider any hotel that is not reserved on a first option basis).
- 6) Develop a draft Hotel Agreement with candidate hotels.
- 7) Submit a formal bid to the DCCP Co-Chairs no later than February 1<sup>st</sup>, four years prior to the Convention by completing the Archdiocese Convention Bid Form (Appendix B).  
***N.B. The DCCP will not consider any bids received after this date.***
- 8) The formal bid package consists of:
  - a) A completed Archdiocese Convention Bid Form
  - b) The proposed hotel agreement
- 9) Invite the DCCP Co-chairs to visit the candidate hotel for the purpose of reviewing and approving the site and the agreement. Host parish is to provide accommodations at bid hotel during the site visit.
- 10) Upon written approval from the DCCP of the candidate hotel, prepare a formal bid presentation to be delivered to the General Assembly at the Biennial Archdiocese Convention four years prior to the proposed convention. All audio/visual requirements for

the bid presentation shall be communicated to the Host Pastor and Convention Chair(s) so they can make all necessary arrangements to facilitate the presentation.

- 11) The Convention is awarded by the General Assembly of Biennial Archdiocese Convention to a bidding Parish by vote or by acclamation.

No Parish or any representative shall sign any contract or agreement without prior written consent of the DCCP Co-chairs. The Archdiocese Chancellor must also review the contract as well and the Chancellor's approval will be obtained through the DCCP. Furthermore, the agreement must specifically be between the Host Parish (expressly not the Archdiocese) and the hotel.

## **Part II: Hotel Rooms, Meeting Facilities, Catering and Contract Requirements**

### **1) Hotel Rooms**

Establish the number of rooms to be used by Convention participants. This is commonly referred to as "hotel daily pickup" or "room nights" (i.e. the total number of rooms used during the Convention). This is established by reviewing data from the previous two Conventions and in consultation with the DCCP Co-Chairs.

### **2) Meeting (and Banquet) Facilities**

The Hotel shall make available all meeting space on a complimentary basis, as required by the Host Parish and/or Archdiocese, provided the Host Parish meets its total room night and food and beverage commitments.

The following facilities are required:

- a) Convention Headquarters: Sunday through Monday following the Convention
- b) Registration Office: Sunday through Monday following the Convention
- c) Storage room(s): Sunday through Monday following the Convention
- d) Chapel: preferably a permanent Ballroom that can accommodate 1500 or more Theater style (600 Monday to Thursday, 1200, Friday to Saturday and 1500 or more Sunday). (Appendix C "Chapel set up").
- e) A Clergy Vesting Room (adjacent to the Chapel if available)
- f) Organization Meetings and Events Space: The DCCP will share all relevant data with the Host Parish as available from previous Conventions.

- i) Sunday – Wednesday:
  - (1) Department of Youth Leadership Training
- ii) Tuesday – Four concurrent assemblies (Appendix D):
  - (1) The Fellowship of St. John the Divine
  - (2) The Order of St. Ignatius
  - (3) Teen SOYO General Assembly
  - (4) Clergy Wives Assembly
- iii) Tuesday evening:
  - (1) The Order of St. Ignatius Dinner
- iv) Wednesday:
  - (1) Antiochian Women’s Meeting
  - (2) Antiochian Women’s Luncheon
  - (3) 10-12 concurrent meeting rooms for departmental meetings
- v) Wednesday evening:
  - (1) Bible Bowl (Contact NAC Bible Bowl Coordinator for room setup details)
- vi) Thursday:
  - (1) General Assembly with adequate food outlets for breakfast and lunch with a one-hour turn-around (Appendix F)
- vii) Friday:
  - (1) General Assembly with adequate food outlets for breakfast and lunch with a one-hour turn-around
- viii) Saturday:
  - (1) Oratorical Festival (Contact NAC Oratorical Festival Coordinator for room setup details)
  - (2) Trustees Luncheon
  - (3) 2-3 meeting rooms for workshops and discussion groups
- ix) Saturday evening:
  - (1) Youth Banquet
  - (2) Cocktail Room (pre-banquet reception)
  - (3) Grand Banquet

**Rooms for Social Events:** These activities may also be held “off-site” e.g. Monday night welcome event, Wednesday night event (optional) following the Bible Bowl, Thursday night event, Friday night “Hafli”

***N.B.*** No event shall conflict with the St. Ignatius Banquet and/or the Bible Bowl or Oratorical Festival.

### **3) Food and Beverage (F & B)**

In addition to the Room Night Guarantee, hotels may include a dollar amount for Food and Beverage consumption. This is the amount of Food and Beverage revenue that the Convention will guarantee to the Hotel and must be carefully reviewed with the DCCP.

### **4) Contract Requirements**

The following section describes points that should be included in your discussions and hotel final contract:

- a) Dates: Biennial Convention is held during the last full week in July (Sunday through Sunday). Specific dates are to be verified with the DCCP Co-Chairs.
- b) Meeting Space as noted in section 2 above is to be free of charge provided the Convention meets its “room night” requirements. A minimum 80% attrition rate should be established to protect the Host Parish against possible room usage fees.
- c) The hotel will block the contracted number of Hotel “room nights” per the agreement and will continue to offer the same rate to Convention Guests once the original “room nights” commitment is surpassed. To accommodate the numerous families that typically attend the Conventions, 2/3 of the room block should be rooms with 2 double beds.
- d) The host parish shall be able to decrease by a maximum of 20% the total “room nights” commitment until two months prior to the start of the Convention. This will also reduce the rate used to calculate attrition. This gives flexibility to the Host Parish to reduce possible exposure to charges being assessed by the hotel if total “room nights” are projected to fall below the contracted commitment. Application of this clause shall only be exercised after the written approval of the DDCP.
- e) The host parish shall be able to increase the total “room nights” commitment depending on room pick-ups and hotel room availability and only upon written approval of the DDCP. If the host parish exercises this right, there shall be no impact on the room attrition percentages that are set and the original attrition rate should remain in effect.
- f) Cut-Off Date: The Hotel will guarantee to hold the room block until 30 days prior to the beginning of the Convention at which time the Hotel shall continue to accept reservations after the cut-off date on a “space available” basis only at the Convention rate. These rooms will be applied to the Convention’s room night pick-up totals.
- g) Late check-out: Arrange for late Check-out of 2:00 PM for Sunday upon Guest request especially for Clergy members.

- h) Adult content television channels must be blocked from all rooms associated with the PLC.
- i) Provision for use of candles and incense for religious services must be included in the contract.  
*N.B. there will be different requirements depending on the jurisdiction and/or hotel policy.*
- j) Vendor/Exhibitor Area: This will vary from hotel to hotel, however the following must be established.
  - i) Location and space availability
  - ii) Favorable costs associated with “table and chair” rental (if any) and/or other charges i.e. wireless internet or telephone rental etc.
  - iii) Set up and tear down times.
  - iv) Security for the vendor/exhibitor area
- k) Number of hotel rooms one can reserve: Ensure that the contract includes a clause restricting the number of rooms one person can reserve. An individual cannot have more than 2 rooms to their name. Should an individual request more than 2 rooms the hotel should direct the individual to the Convention Chair or their designated representative.
- l) Hotel Reservation Cancellation Policy: Reservations must be cancelled (30) days prior to the scheduled arrival date. In the event of a cancellation less than 30 days, the first night room deposit shall be forfeited and such cancellations will be included in the Church “Total Room Nights”.
- m) Complementary Wired High Speed Internet with a static IP address for Convention Headquarters and two phone lines with free local calling.
- n) Reduced Parking Rates: Efforts should be made to obtain reduced parking rates with in and out privileges where possible.
- o) Insurance: To be reviewed with the Hotel and Host Parish. Host Parish will be responsible to obtain required insurance policy/riders. The Hotel and host Parish shall indemnify, defend and hold harmless the Antiochian Orthodox Archdiocese, and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities including reasonable attorneys' fees.

- p) Group Room Rates:
  - i) The group rate shall be available to Convention attendees three days before/after the official dates of Convention.
  - ii) The Hotel shall offer a discount rate on Suites and Concierge level room Upgrades.
  - iii) The group rate shall be guaranteed by the hotel at least four years before the official Convention dates.
  - iv) The Hotel shall guarantee the Convention rate is the lowest published (including Internet and hotel specials) or to any other group. In the event of a lower rate being available, the hotel shall apply the lower rate to the group rate.
  - v) Room Commission and withholding fees (a per night amount credited to the Conventions Master Account).
- q) Special Concessions:
  - i) 1 Complimentary - 2 Bedroom Presidential Suite from Sunday before the Convention through Monday following the Convention (Metropolitan Primate and his Aide).
  - ii) 3 Complimentary - 1 Bedroom Suites from Sunday before the Convention through Monday following the Convention (Host Priest, Convention Chair/Co-Chair).
  - iii) 18 Complimentary Guestrooms from Sunday before the Convention through Monday following the Convention (Auxiliary Bishops, Protosyngellos, NAC Teen SOYO President, and for other guests of the Metropolitan Primate).
  - iv) 4 Complimentary Meeting Planner Nights (used by DDCP Chairs for pre-conference planning and/or hotel visits): in the event these nights are exceeded the room rate will be at the Group Rate.
  - v) 8 Suite upgrades at group rate if available.
  - vi) 1 Complimentary room night for every fifty (50) revenue room nights used
  - vii) Complimentary parking for Hierarchs (if needed), Host Pastor, and Convention Chair(s).
- r) The AV needs of the Convention will change depending on the layout of Meeting / Ballroom facilities. At minimum a projection package with large screens for the General Assembly, and Grand Banquet will be needed. Microphones and a mixer will also be needed for the Chapel. Review the schedule and evaluate the AV needs on an event per event basis.
- s) Restrict the number of people authorized to accept additional charges to the Master Account.
- t) Host Parish is to provide any state and local sales tax exemption forms (if any) to hotel and other vendors in order to eliminate sales tax charges for any direct convention charges billed to the master account.
- u) The Host Parish shall have the right to cancel the contract with no penalty in the event the hotel is sold or a new management company takes over and this change has an



impact on the hotel quality and/or services. The Host Parish must obtain written approval of the DCCP before undertaking any such action.

- v) **Successor Liability:** The Host Parish shall be guaranteed the same level of service that was agreed upon at the time of the site inspection, with no renovations being conducted during the Convention and all facilities of the hotel in full operation.
- w) **Other Concessions (negotiable):**
  - i) Complementary or reduced AV rates
  - ii) Complementary use of risers
  - iii) Discounted rates at Hotel Restaurants

### **Part III: Responsibilities**

#### **1) The DCCP:**

- a) Shall provide the Host Parish with counsel concerning the requirements of the Archdiocese for convention procedures.
- b) Shall meet with the host Parish Convention committee at least once during the convention year, to conduct a detailed on-site review of their plans.
- c) Co-Chairs may issue a call for special meetings with the Host Parish when deemed necessary.

#### **2) The Host Parish:**

- a) The Host Parish is responsible to promote the Convention theme through all materials and the Convention Banner. The Primate will select the Theme and Logo for the Convention.
- b) The Host Pastor and Convention Chair must present up-to-date reports at all Archdiocese Board meetings beginning with the Spring Meeting of the year prior to the scheduled convention and for the meeting following the Convention. Report shall be presented to the DCCP 30 days prior to the scheduled meeting for review.
- c) The Host Parish must submit to the Primate, Archdiocesan Board, and the DCCP for approval the following:
  - i) The Final Convention Schedule
  - ii) Ticket Book and Event Prices
  - iii) Vendor Prices

iv) Souvenir Journal Prices

No later than the spring meeting of the Archdiocesan Board held one year prior to the General Convention.

***N.B. There can be no changes to the above noted items once they have been approved without the approval of the DCCP Co-Chairs and the Primate.***

- d) The Host Parish shall reserve two rooms per Diocese for the Oratorical Contestant and Teen Bible Bowl Team. Each Diocese Fellowship President or designee shall inform the Convention Chair no later than seven (7) days after their respective Diocesan Parish Life Conference if rooms are needed and of the names of the participants and arrival dates (credit cards required upon arrival). These rooms shall not be subject to the 30 Day Cancellation Policy however, if the information is not received within the allotted time, the Host Parish shall cancel these rooms. All room charges and incidentals are to be paid by room guest.
- e) The Host Pastor and Convention Chair shall be ex officio members of the DCCP for the two years preceding and for the two years following the convention.

#### **Part IV: Convention Committees**

##### **1) The Executive Committee shall consist of the following:**

- a) Host Pastor:
  - i) Host Pastor is responsible to the Primate and the DCCP to ensure compliance with the policies of the Archdiocese and this manual.
  - ii) **Must give his advice and consent on every major decision, including appointment of all executive committee members and all other committee or sub-committee Chairs.**
  - iii) Shall oversee the Religious Services committee and ensure compliance with the Primate's direction concerning, schedule of services, clergy serving, homilists schedule, and seminar/workshops, etc.
  - iv) Shall escort the Primate and all attending Hierarchs throughout the Convention.
  - v) Is an ex officio member of every convention committee and shall be invited to attend all meetings.
- b) Convention Chair:
  - i) Executive Committee could be headed by a Chair and Vice-Chair(s) or Co-Chairs with no vice-chair.
  - ii) The Chair is responsible for ensuring compliance with the policies of the Archdiocese and this manual and is responsible for the overall success of the Convention.

- iii) Is responsible for appointing all executive committee members and committee and sub-committee chairs with the advice and consent of the Host Pastor.
  - iv) In conjunction with the executive committee, the Chair shall establish parameters and pricing for the events ticket book.
  - v) **Shall work very closely with the Host Pastor on all aspects of planning for the Convention.**
  - vi) **Shall work very closely with the Host Pastor the week of the Convention.**
- c) Secretary:
  - i) Shall maintain files and records of the Convention.
  - ii) Shall conduct all Convention general correspondence, minutes, and correspondence copies, etc. as required by the Chair.
- d) Treasurer:
  - i) Shall maintain financial records and pay convention bills as approved by the Executive Committee.
  - ii) Shall update the existing merchant Convention account no later than November 1<sup>st</sup> the year prior to the Convention, in conjunction with the Antiochian Events System. No PLC funds shall be co-mingled with any funds from the Host Parish.
  - iii) .All accounts must require two of three signatures to transact business (Chair, Vice Chair and Treasurer).
  - iv) Shall obtain state and local sales tax exemption forms (if any) and present them to the hotel and other vendors in order to eliminate sales tax charges for any direct convention charges billed to the master.
  - v) Shall contact the Host Parish Liability Insurance Company to arrange for "Rider Insurance" for the Convention in the amount of \$2,000,000.
  - vi) Shall create a budget and have it approved by the executive committee. Submit it to the DCCP Co-Chairs for approval no later than September of the year prior to the Convention.
  - vii) Prepare and present the final financial report which can be generated directly from the Antiochian Events Database. (Appendix G "Biennial Convention Budgeting Guidelines").
  - viii) Shall verify all financial transactions and reconcile all deposits.
  - ix) Must use the Antiochian Events System for all accounting (registration, souvenir journal, and any other accounting functions)
- e) The DCCP Co-Chairs:
  - i) Are ex officio members of the Executive Committee and shall be kept updated by the Executive Committee on a regular basis through direct communication and by being sent copies of reports and meeting minutes regularly.

## 2) Committee Chairs:

- a) Fund-Raising: shall be responsible for soliciting donations to off-set Convention expenses and consists of the following sub committees:
  - i) Souvenir Journal:
    - (1) This sub-committee shall be responsible for the solicitation, preparation, format, content, proof reading, publishing and distribution of the Souvenir Journal. The Executive Committee, with the approval of the DCCP and the Archdiocese Board, will set the Souvenir Journal prices and deadline. Upon approval, they shall be entered into the Convention Database.
    - (2) Forms not submitted online should be forwarded to the Registration committee for entry into the Convention Database.
    - (3) The Souvenir Journal should include the following greetings:
      - (a) Metropolitan Primate (Full Page and full page for photo)
      - (b) Auxiliary Bishops (Full page and full page for photo)
      - (c) Host Pastor (1 full page)
      - (d) Host Convention Chair (1 full page)
      - (e) President :
        - (i) NAC Fellowship of St. John
        - (ii) NAC Teen SOYO
        - (iii) NAB Antiochian Women
        - (iv) Order of St. Ignatius
        - (v) National, State/Provincial, and/or local dignitaries
  - ii) Sponsorships:
    - (1) This sub-committee shall solicit donations to underwrite specific events such as:
      - (a) Archdiocese Board Luncheon
      - (b) Clergy/Clergy Wives Breakfast
      - (c) Youth Events
      - (d) Youth Leadership Training
      - (e) Gift Baskets
      - (f) Hierarchs' Meals
      - (g) Any other Convention Expenses
- b) Hotel Facilities Liaison / Events Chair:
  - i) Shall work with the Hotel Convention Services personnel to ensure that each convention event is setup correctly, including table and chair arrangements, podiums, stage/platforms, audio visual equipment and any other required items. All audio visual equipment requests are to be discussed in advance of the Convention so they can be negotiated by the Host Parish. AV shall be billed to the respective Departments/Organizations at cost.

- ii) Shall review with the respective event chairs / organizers Banquet Events Orders (BEO) for all events at the hotel and submit them to the Convention Chair for review and signature.
- c) Department/Organization Liaison:
  - i) Shall work with the Archdiocese Departments and Organizations to make sure all of their requirements for their respective Convention meetings are properly addressed. (Appendix E)
  - ii) Shall contact each of the Archdiocese Department and Organization to ensure that Department/Organization Reports are submitted for inclusion in the Convention General Assembly Report Booklet.
  - iii) Shall obtain a list of Department Chairs and schedule the Department meetings in a manner to ensure that there are no scheduling conflicts as certain individuals may chair more than one Department.
  - iv) Shall print the room layout chart for the General Assembly and post in outside the meeting room.
  - v) Shall work with the Hotel Facilities Liaison and coordinate the setup of the dais for the general assembly. (Appendix F)
  - vi) Shall obtain attendance numbers for each of the meetings. This data shall be included in the final convention report presented to the DCCP.
- d) Registration:
  - i) The Registration committee is responsible for making sure that all of the Convention registrants are processed in a timely and efficient manner.
  - ii) Mandatory use the Antiochian Events Software for registration is required.
  - iii) Shall solicit gift items for the Convention Registration bag to be distributed at registration check-in.
  - (1) Registration Check-In
    - (a) They shall process and hand out packets/information to pre-registered attendees and shall process new registrants.
    - (b) Schedule people to work in shifts for 10:00 AM – 9:00 PM. The Registration shall be closed during all Liturgical Services. Schedule more people during peak times (i.e., after Liturgical services, before Evening events, etc.)
    - (c) NO ONE SHALL RECEIVE REGISTRATION MATERIALS WITHOUT FULL PAYMENT.
    - (d) Collect the **Mandatory Archdiocese Registration Fee** for all who attend the Convention and are 12 years and older. Presently this fee is \$20.00 per person.
    - (e) Ensure that Parent Consent Form (Appendix GI) and Teen Code of Conduct (Appendix J) are completed and kept on file in the Antiochian Events System before any badges are given. These form templates are available on the Antiochian Events website at:  
<https://admin.antiochianevents.org/templates/>

- (f) The PLC badge is proof that the registration fee has been paid and is to be worn to at all times and is required for entrance to all non-liturgical events
  - (g) The registration packet should include:
    - (i) Registration Bag
    - (ii) Convention Schedule
    - (iii) Convention Statement/receipt
    - (iv) Souvenir Journal (1 per family)
    - (v) Convention Badge
  - (h) Shall set up the computer network for the convention. (3-5 Pc's with 2 printers).
  - (i) Shall communicate regularly with the Convention Chair to update pre-conference registration numbers.
  - (j) Complementary ticket to all events are provided to:
    - (i) All guests of the Metropolitan
    - (ii) All Auxiliary Bishops
    - (iii) Host Pastor
    - (iv) Convention (co)Chair(s)
    - (v) NAC Teen SOYO President
  - (k) All individual receiving complementary event tickets shall pay the mandatory Archdiocese Registration fees expect guests of the Metropolitan.
- e) Youth:
- i) The youth committee Chair shall work closely with the Archdiocese Department of Youth and Parish Ministries to ensure that the needs of the Department are addressed. This shall include:
    - (1) Coordinating youth pick-ups at the airport prior to the convention
    - (2) Ensure that a microphone is provided by the Host Parish for Youth meetings.
    - (3) Selecting a service project in the community
    - (4) Coordinating Bible Bowl and Oratorical Festival requirements
    - (5) Preparing binders sent by the Department of Youth
    - (6) Encourage youth participation throughout the entire Convention i.e. Altar Servers, Ushers, Tray collectors, Chanters
  - ii) The youth program shall be divided into two age groups:
    - (1) Child Care (4-12)
  - iii) Teens (13-19). The Chair shall keep the Host Pastor and Convention chair updated on a regular basis.
  - iv) The Chair shall arrange for evening activities that DO NOT CONFLICT with the ticketed events.
  - v) The Department of Youth shall approve all Youth events scheduled at the Convention for those under 21 years of age
- f) Communication/Marketing committee is responsible for communicating and advertising the convention to all of the Archdiocese Parishes/Missions.
- i) They shall work with the Convention Chair and Host Pastor to prepare all presentations.

- ii) Shall ENCOURAGE EARLY HOTEL REGISTRATION AND CONVENTION REGISTRATION AS WELL AS THE PURCHASE OF "EARLY BIRD" TICKET BOOKS.
  - iii) Shall prepare advertisements to be published in the WORD Magazine. Note that a minimum of 2 months lead time is required for submissions.
  - iv) Shall plan, coordinate, and implement all convention publicity through the use of mailings, technology, and marketing tools.
  - v) Six months prior to the Convention, the following information shall be sent to all parishes for distribution in church bulletins, websites, etc.
    - (1) Hotel Reservation Information
    - (2) Registration Form
    - (3) Schedule
    - (4) Souvenir Journal Form
    - (5) Parent Consent Form
    - (6) Teen Code of Conduct Form
    - (7) Other Convention Related Material

Items 2 through 6 are provided by Antiochian Event Team.
  - vi) This committee shall create and maintain a website for the Convention.
  - vii) FREE web-hosting is available at [www.dreamhost.com](http://www.dreamhost.com) for qualified charitable organizations.
  - viii) The Marketing Chair, the Convention Chair or Co-Chairs, and the Host Pastor shall approve all materials before they are uploaded to the website.
- g) Bishop's / VIP Liaison:
- i) Coordinate airport arrival and departure pick-ups and ensure that the Bishops are greeted at Hotel.
  - ii) Make sure the Primate and all Hierarchs' needs are taken care of and that they have adequate refreshments in their suite/guest rooms.
  - iii) Supply the Metropolitan Primate's suite with ample refreshments at all times. (A list of food items will be provided by the Archdiocese).
  - iv) Ensure that the Primate and all hierarchs have escorts to all events.
  - v) Ensure that Primate has invitations for all meals that are not on the convention schedule.
  - vi) Be at the disposal of the hierarchs throughout the convention to attend to their needs.
  - vii) Work with the Fund-raising Chair to solicit donor(s) to underwrite the cost of receptions, gift baskets, and gifts to hierarchs.
  - viii) Shall keep the Host Pastor updated on a regular basis.
- h) Religious Services:
- i) The Chair of this committee shall be under the DIRECT supervision of the Parish Priest, and he shall appoint the Chair of this committee. This committee shall keep the Executive Committee updated on a regular basis and work with the Hotel Facilities/Liaisons and the hotel to obtain approval for use of candles and incense during services in the Chapel.

- ii) Shall arrange and setup the Altar and Chapel at the Convention (Appendix C)
  - iii) Arrange for an Iconostasis for the Altar.
  - iv) The host pastor shall coordinate with the Archdiocese Headquarters assignment of the serving clergy and homilists.
  - v) Shall publish daily bulletins, announcements, and scripture readings.
  - vi) Shall arrange for ushers for the daily liturgical services.
  - vii) The daily candle collection shall be given to the Church Treasurer (this money is separate from the Convention proceeds and remains with the Host Parish)
  - viii) Offering collection will only be done on Sunday and the ushers shall be members of the Archdiocese Board. (This money is separate from the Convention proceeds and remains with the Host Parish)
  - ix) Shall work closely with the various Archdiocese departments and other archdiocesan resources to develop seminars, workshops or panel discussions on religious or contemporary social topics. All workshop/seminars MUST be approved by the Host Pastor and Executive Committee and submitted to the Primate for approval.
- i) Vendors:
- i) Shall encourage and promote Vendors/Exhibitors for the Convention.
  - ii) The Executive Committee, with the approval of the DCCP and the Archdiocese Board, will set the vendor rental fee, criteria, and deadline. Upon approval, they shall be entered into the Convention Database in order to print the Vendor Form.
  - iii) Communicate with all vendors to determine their needs and coordinate them with the appropriate hotel departments through the Hotel Liaison Chair.

## **Part V: Typical Events Schedule**

- 1) Monday:
  - a) Evening Vespers
  - b) The Monday night event is optional. If held, it may be open to all or by invitation only.
- 2) Tuesday:
  - a) Divine Liturgy in the morning
  - b) Clergy/Clergy Wives Breakfast
    - i) The Event Chair shall work with the Fund-raising Chair in soliciting donor(s) to underwrite the cost of the event.
  - c) Evening Vespers
  - d) Order of St. Ignatius Dinner
    - i) The Chair shall be a member of the Order of St. Ignatius and shall keep the Convention Chair informed and updated regarding the progress of the dinner.
    - ii) Discuss the meal selection with the Hotel Liaison Committee as to not have duplicate meals during the convention.
    - iii) Ensure that both the American and Canadian flags are displayed



- iv) Work in conjunction with the National Chair of the Order of St. Ignatius and the Order Administrator for the following:
    - (1) Head Table Seating Arrangement
    - (2) Selection of a Guest Speaker
    - (3) Printing of a program booklet (including the national anthems)
    - (4) Ensure that the St. Ignatius Banner is displayed.
    - (5) Coordinate audio-visual needs
    - (6) Select a local Charity to receive a donation on behalf of the Order of St. Ignatius in lieu of table favors.
  - v) Little Compline (late evening in coordination with the Department of Youth)
- 3) Wednesday:
- a) Divine Liturgy in the morning
  - b) Antiochian Women Luncheon
    - (1) The Chair of the luncheon shall work in conjunction with the Antiochian Women North-American Board for the following:
      - (a) Head Table Seating Arrangement
      - (b) Selection of a Guest Speaker
      - (c) Printing of a program booklet (including the national anthems)
      - (d) Review audio visual requirements
    - (2) American and Canadian flags shall be displayed and both national anthems sung.
  - c) Evening Vespers
  - d) Bible Bowl
    - i) The chair shall coordinate the event with NAC Bible Bowl Committee for room set up and audio-visual requirements.
  - e) Wednesday Night Event (optional):
    - i) The event must not begin until conclusion of the Bible Bowl.
    - ii) Youth Leadership Training dinner (by invitation and typically off-site)
  - f) Little Compline (late evening in coordination with the Department of Youth)
- 4) Thursday:
- a) Matins
  - b) General Assembly
  - c) Evening Vespers
  - d) Thursday Night Event: Social activity at the discretion of the Convention Committee.
  - e) Little Compline (late evening in coordination with the Department of Youth)
- 5) Friday:
- a) Matins
  - b) General Assembly
  - c) Evening Vespers
  - d) One or more events (one of which is typically a “Hafli”)
  - e) Little Compline (late evening in coordination with the Department of Youth)

- 6) Saturday:
- a) Divine Liturgy in the morning
  - b) Oratorical Festival
  - c) Archdiocese Board of Trustees Luncheon
    - i) The Event Chair shall work with the Fund-raising Chair in soliciting donor(s) to underwrite the cost of the event; and shall work with any local Archdiocese Board members.
    - ii) Send out a personal invitation to members of the Archdiocese Board.
    - iii) Shall keep the Convention Chair(s) and Host Pastor updated on a regular basis.
  - d) Evening Vespers
  - e) Grand Banquet
    - i) The words to both the American and Canadian national anthems should be printed in the evening's program booklet. Both flags should be displayed and both national anthems should be sung.
    - ii) Shall work with the Primate to make sure all of his requirements for the banquet are fulfilled.
    - iii) The Metropolitan Primate shall select the Keynote Speaker, Master of Ceremonies and the evening's program.
    - iv) Head Table seating shall be approved by the Primate: Dais Seating and Banquet Room Setup (Appendix H).  
*Any variation from Appendix H should be presented to DCCP for approval.*
    - v) All seating shall be conducted by Event Seating sub-Committee.
    - vi) A typical program shall consist of:
      - (1) Invocation
      - (2) Singing of the American and Canadian National Anthems
      - (3) Remarks
      - (4) Convention Chair
      - (5) Host Pastor
      - (6) Others appointed by the Primate
      - (7) Keynote Speaker
      - (8) Main address by the Primate
      - (9) Benediction
  - f) Youth Banquet - Optional
    - i) The Event Chair shall work with the Fund-raising Chair in soliciting donor(s) to underwrite the cost.
    - ii) The Youth Activities Committee is responsible for the program.
  - g) Little Compline (late evening in coordination with the Department of Youth)
- 7) Sunday:
- a) Hierarchal Divine Liturgy

## **Part VI: Conclusion and Reporting**

At the conclusion of the Archdiocese Convention, the host pastor and convention Chair are responsible for submitting the following:

1. Prepare a detailed financial report using the Convention database and Antiochian Events System. Send the report to the Metropolitan Primate and the DCCP within 60 (sixty) days from the conclusion of the convention.
2. Submit an article with pictures to The WORD for publication and to the Archdiocese Webmaster.

## **Appendix A**

### **Checklist for Preliminary Site Inspection**

#### **1) Convention Estimates**

- a) Estimated Number of Attendees
- b) Total Room Nights
- c) Peak Room Night Usage
- d) Attrition Rate (%)

#### **2) Hotel**

- a) Site Location
  - i) Distance from the Airport
  - ii) Airport Shuttle Service
  - iii) Parking Costs
  - iv) Room Rates
    - (1) Double
    - (2) Quad
    - (3) Club/Concierge
  - v) Number of elevators
- b) Appearance and Upkeep
  - i) Lobby Area
  - ii) Guest Rooms
  - iii) Meeting Spaces
  - iv) Washrooms
  - v) Carpeting/Flooring
  - vi) Reception Area
- c) Amenities
  - i) Coffee Shops
  - ii) Number of Restaurants
  - iii) Adequate Lobby Area
  - iv) Fitness Centre
  - v) Wi-Fi



## Appendix B Archdiocese Convention Bid Form

Host Parish: \_\_\_\_\_

Host Parish City: \_\_\_\_\_ Host Parish State/Province: \_\_\_\_\_

Year desired to Host Convention: \_\_\_\_\_ Proposed Dates: \_\_\_\_\_

Pastor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Convention (Co-) Chair Name:  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Convention Co-Chair Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

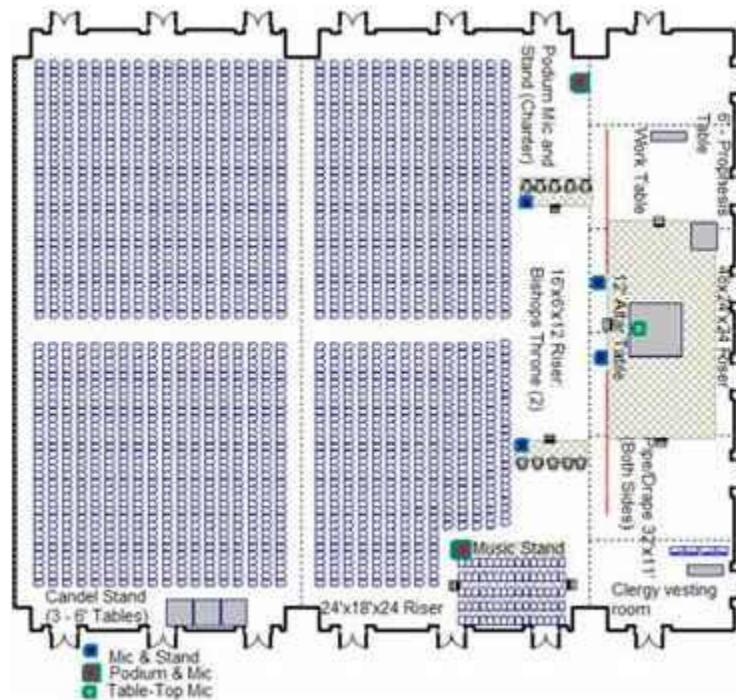
\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Convention (Co-) Chair

\_\_\_\_\_  
Convention Co-Chair

**Date:**

## Appendix C Chapel Set-up Diagram



The above diagram is for general reference and will need to be modified based on the actual hotel facility. The Host Parish shall provide the following items for the Chapel in the hotel:

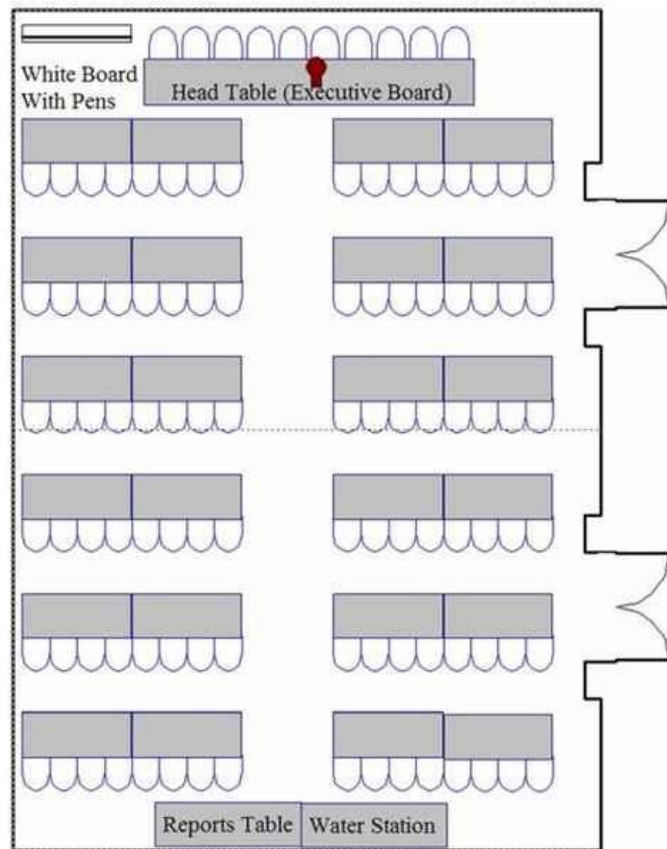
1. Service Books (English and Arabic)
2. Liturgical Readings for Services (Provided by the Department of Liturgics)
3. Choir Music (provided by Department of Sacred Music)
4. Altar Gospel
5. Epistle Book
6. Altar Table and Altar Vestments
7. Two (2) Hand Crosses
8. Chalices/Spoons (minimum six), Diskos (with star) and Spear
9. Cruets for Water and Wine
10. Censer, Stand, Charcoal and Incense
11. Iconostasis
12. Icons for Veneration
13. Candles and Candlesticks for Altar Table (Check with hotel for Fire code regulations and any necessary permits that you may be required to fill out)
14. Candles and Candle Stand at Entrance of Chapel
15. Antimins
16. Processional Cross, Fans and Lanterns
17. Zeon
18. Collection Baskets (Candle and Sunday collections goes directly to the Host Parish)
19. Bread Knives and Cutting Board
20. Holy Bread for each Liturgy
21. Wine
22. Hot Plate and Small Pot
23. Communion Cloths, Aer, Veils, and Altar Server Vestments

## Appendix D

### Organization Meeting/Workshop Room Setup

#### Organization Meetings:

1. Clergy Wives
2. Clergy Meeting (meets in Chapel)
3. Fellowship of St. John Divine
4. Teen SOYO
5. Antiochian Women (also have a luncheon meeting)



Meeting Facilities Chair should contact each organization President for the specific needs of the respective groups. The above is as an example only.

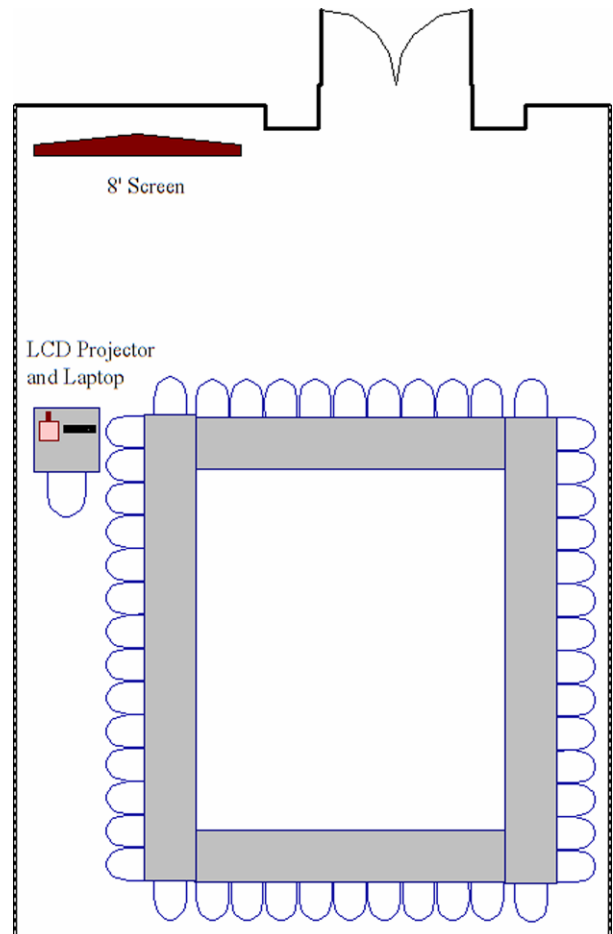
Hotel will provide, paper, pens, and water for attendees.

## Appendix E

### Department Meetings Room Setup

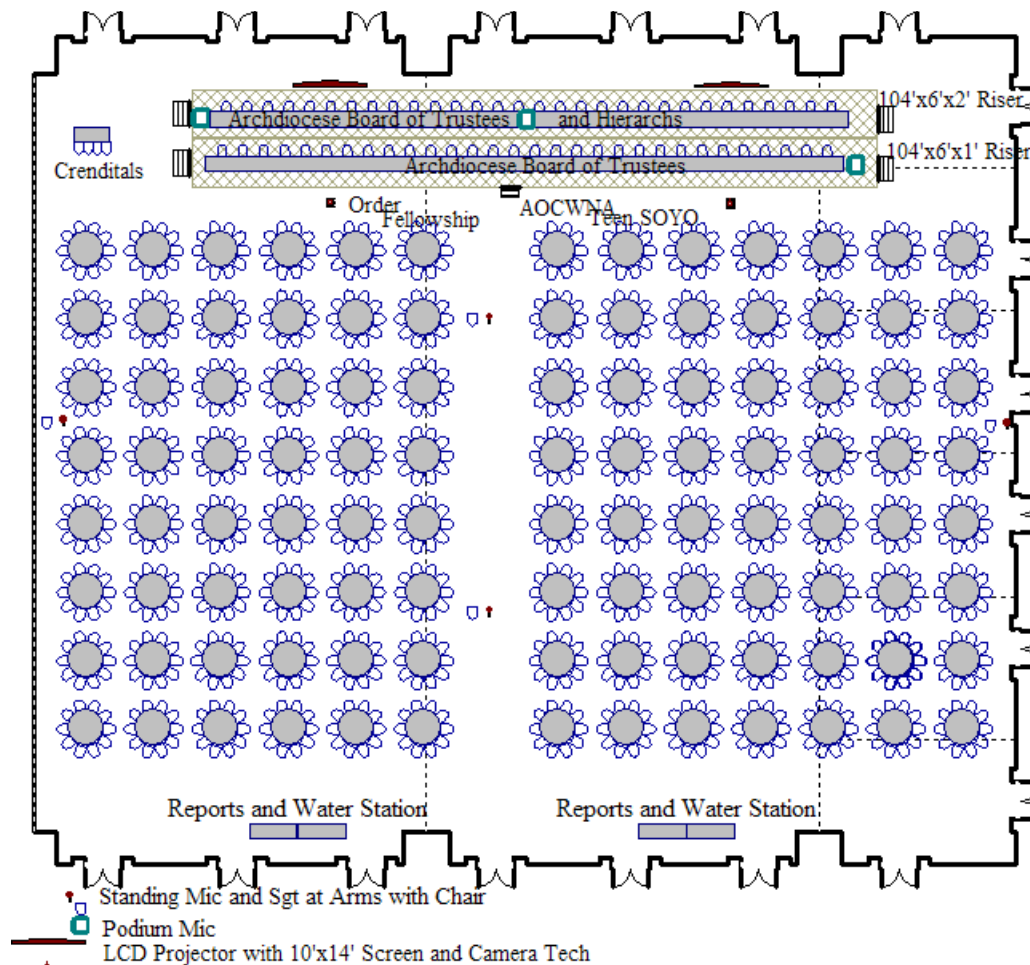
The Hotel shall provide for each person pen and Paper and Water with glasses (water station in the back as well).

Each Department requirement may vary (Note most meetings will not need an LCD Projector and Screen). Department/Organization Liaison should contact each Department Co-Chair(s), to verify their requirements.





## Appendix F General Assembly Room Setup



### **NOTES:**

1. The dais should be raised with stairs for easy access with water and glasses at each seat.
2. Round tables should have seating for ten (10) with stands and numbers for parish or organization designation with water and glasses at each seat.
3. Four eight-foot tables should be placed in the rear of the room for distribution of reports and for a Water Station.
4. Entry of the room should not disrupt the head table.
5. Screens to be set up that are viewable to delegates as well as screens that are viewable to the members of the board of trustees sitting at the two-tiered dais.
6. Large printed "map" of the room with table numbers and an accompanying legend to be displayed outside the room indicating where each parish or organization is to be seated.

## **Appendix G**

### **Biennial Convention Budgeting Guidelines**

To manage a successful Convention, it is crucial to have a realistic budget. These guidelines should assist in the preparation of the Convention budget. Again, other outside factors need to be considered including size and location of the Host Parish.

**Prior Convention Numbers:** The first step is review past data, in particular to Registration, Early Bird and Regular Ticket Books and Individual Tickets by respective age groups (Children, Teens, Adults and Clergy). Use at least 2-3 Convention average and reduce the number by 15% to provide some lee-way. After you have estimating the number of Attendees, itemize by age group and do the same for Early Bird and Regular Ticket Book, and individual Event Tickets as well.

**Notes about “Early Bird” and “Regular” ticket books:** These ticket books generate income for all the events that are included within the ticket book itself. Based on the projected attendance and registration obtained from the prior numbers, allocate income proportionally to each of the individual events.

**Event Budgets:** Estimate total cost per person based on the negotiated prices with the hotels and other service providers (DJs, bands, lighting, etc.) and include at 20% buffer in the total expenses as a safety factor, which can be used to cover shortfalls should lower than expected registration occur. Review the estimated cost per person vs the projected revenue based on the estimated attendance and ensure that no events have expenses exceeding revenues.

**Convention Budget:** Once all budgets for each event are complete, review all other expenses associated with the Convention including registration, office, audio visual, printing, comps, gifts, transportation, etc. and determine total revenue that will be required to offset all of these expenses. Other possible sources of revenue include donations, souvenir journal advertisements, sponsorships, etc.

**The Antiochian Events web software:** has a budgeting tool that will assist in the creation of a budget. This will allow the Convention Executive to verify actual numbers and figures against the budgeted amounts throughout the Convention.

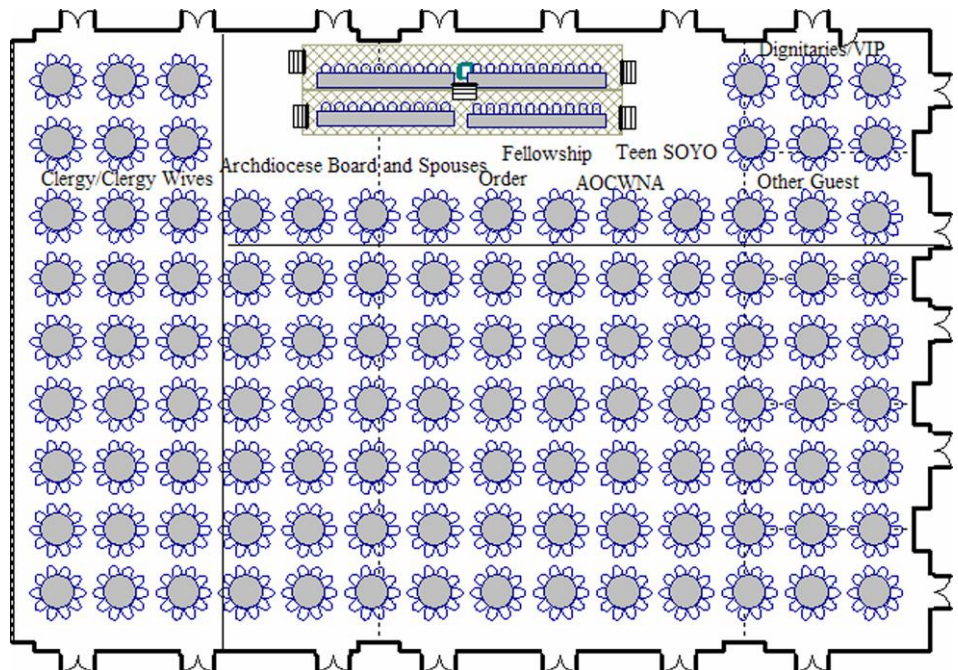
## Appendix H

### Dais Seating and Banquet Room Setup

NAC SOYO President  
 NAC Fellowship St. John  
 Divine President (outgoing)  
 Spouse  
 NAC Fellowship St. John  
 Divine President (outgoing)  
 NAB Antiochian Women  
 President (outgoing) Spouse  
 NAB Antiochian Women  
 President (outgoing)  
 Convention Chair Spouse  
 Convention Chair  
 Protosyngellos  
 Bishop  
 Bishop  
 Bishop  
 Bishop  
 Host Pastor's Spouse  
 Host Pastor  
 Guest Speaker  
 Metropolitan Primate  
**Podium**  
 Master of Ceremonies  
 Bishop  
 Bishop  
 Bishop  
 Bishop  
 Archdiocese Board Vice Chair  
 Archdiocese Board Vice Chair  
 Spouse  
 Vicar General  
 Vicar General Spouse  
 Master of Ceremonies Spouse  
 North American Chair of St.  
 Ignatius (outgoing)  
 North American Chair of St.  
 Ignatius (outgoing) Spouse  
 Oratorical Winner

#### Honor Table Seating

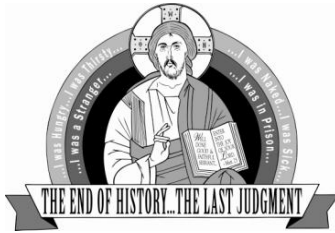
1. Archdiocese Board of Trustees and their spouses
2. Clergy & Wives
3. Seminarians & Spouse's
4. Out-going & in-coming officers of NAC Fellowship of St. John, NAC SOYO, NAB Antiochian Women & Order of St. Ignatius
5. Other guests not seated at dais.



**NOTES:** The above can also be seated in a double-tiered head table depending upon the number of guest bishops in attendance. Seat archdiocesan clergy and wives, trustees and spouses, and other dignitaries in reserved sections immediately in front of the dais.

**The Primate should approve the final seating arrangement.**

## Appendix I Parent Consent Form



**[CONFERENCE NAME]**

Hosted By [HOST PARISH (ES) NAME]  
**[HOTEL NAME]; [CONFERENCE DATES]**

**Parent Consent Form**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Hotel Room No.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Hotel Room No.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Hotel Room No.: \_\_\_\_\_

Parish and City: \_\_\_\_\_

I (parent or guardian) \_\_\_\_\_ of the above named child/children am unable to attend the Conference but give permission to the below named person to act as chaperone for my child/children during the Conference. I also give permission to the above named child/children to attend the [YEAR] [DIOCESE NAME] Parish Life Conference to be held at [HOTEL NAME] hosted by [HOST PARISH(ES) NAME] Antiochian Orthodox Church, [PARISH CITY, ST], [CONFERENCE DATES]. The undersigned does hereby indemnify and agree hold harmless [HOST PARISH NAME(ES)] Antiochian Orthodox Church, of [PARISH CITY, ST] and the Antiochian Orthodox Christian Archdiocese of North America, their agents, affiliates, parishioners, guarantors, employees, and/or any assigns thereof, for any and all liability, costs, expenses, incidents and/or occurrences resulting from the undersigned's child's/children's actions, and/or the proper lack thereof (as the case may be), while attending the [YEAR] [DIOCESE NAME] Parish Life Conference, whether such liability, costs, expenses, incidents and/or occurrences happens to the undersigned's child/children and/or his/her invitees, or whether such liability, costs, expenses, incidents and/or occurrences happens either on or off the Conference premises.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I (chaperone's name) \_\_\_\_\_ take responsibility for the above named child/children during his/her/their stay at the [YEAR] [DIOCESE NAME] Parish Life Conference. I understand that it is my responsibility to see to it that the child/children for whom I am responsible act(s) appropriately during his/her/their stay at this Conference and, by signing below, I hereby accept such responsibility. I further understand that I will be called upon in the event that there is a problem involving this/these child/children and that I will be expected to assist the Conference in this matter.

\_\_\_\_\_  
Chaperone's Name (print)

\_\_\_\_\_  
Chaperone's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Room No.

**Chaperone's cell phone number (\_\_\_\_\_) \_\_\_\_\_**

***Chaperone's signature must be done in the presence of the Conference Registration personnel before Registration Badges will be issued. Identification is required. No form will be accepted without completion and signature of the parent/guardian and chaperone.***

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Emergency Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

[HOST PARISH ADDRESS; PHONE FAX]

## Teens Code of Conduct Form

Parish and City: \_\_\_\_\_

- Page 29 of 31

contact the teen's parent or guardian to make travel arrangements home at the family's expense. Hotel management will work closely with the host Parish to guarantee compliance.

7. Teens should dress in modest, clean clothes for divine services. It is *suggested* that shorts, tightly fitting clothing, tube or tank tops, short skirts/dresses, low cut tops/dresses, T-shirts with logos, writing, etc. are not appropriate attire for the Divine Services.
8. The purpose of the Conference is to bear witness to Christ and to uplift one another in the faith. The above rules will be strictly adhered to and there will be no appeal for appropriate decisions made in compliance with the above rules. Please direct any questions regarding the above rules to either the Archdiocese Department of Youth Chair or Diocese Teen SOYO Spiritual Advisor before arriving for the Conference.
9. The Parent/Guardian will be responsible for any damages caused by any minor(s) under their charge, while staying at the hotel at the Conference; in the event the hotel expects reimbursement for said damages

I \_\_\_\_\_ have read the above Teen Code of Conduct and I

Teen Name

agree to abide by them during my stay at the Conference. I further understand that my parents or chaperone will be called upon, in the event that there is a problem involving me, and that they will be expected to assist the Conference in this matter.

\_\_\_\_\_  
Teen Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chaperone/Parent Name

## **Glossary of Terms**

**Antiochian Event System:** (AE System/Database) is the software provided by the Archdiocese which contains the database where all Convention related data, including registration and financial records are stored.

**AV:** Audio Visual. This includes microphones, cameras, screens, projectors, mixers, lighting, etc.

**BEO:** This is a term used in the hotel industry which means Banquet Event Order. Typically one BEO is produced per event and includes all data with regards to the specific event. BEOs are to be carefully reviewed as the BEO is what hotel staff will use to set up and deliver services for the events. (example: menu, room set-up, number of attendees, AV requirements...)

**Convention Headquarters:** This is the main office where daily meetings occur with the Convention Committee/Volunteers.

**First Option Basis:** This is a term used in the hotel industry in place before the final contract is signed which requires the hotel to let the Host Parish know that there is another party wishing to contract with the hotel during the same period of time that the convention is scheduled. Precedence is given to the holder of the First Option.

**Rider Insurance:** This is a provision of an insurance policy that is purchased separately from the Host Parish's existing insurance policy that provides additional benefits and protection at additional costs. The Host Parish shall verify their general insurance policy to see what additional protection is required.