

# **Biennial Antiochian Orthodox Christian Archdiocese Biannual Convention Planning Timeline**

The Biennial Archdiocese biannual convention is a huge undertaking for any parish and requires more than four (4) years to plan, organize and administer properly. The Antiochian Orthodox Christian Archdiocese, through its Department of Convention and Conference Planning (DCCP), has the overall responsibility for the convention and has published a [Convention Planning Manual](#) to assist the host parish. Additionally, the DCCP committee members will provide assistance and guidance to the Host Parish Planning Committee throughout the entire process.

## **I Initial Start-up Planning (Months 60-48)**

1. Commitment to host the Archdiocese Convention
2. Obtain Archdiocese approval to bid for Archdiocese Convention
3. Parish appoints a Convention Chair.
4. Convention Chair evaluates possible hotels to accommodate the Convention.
5. Convention Chair proposes acceptable hotel sites to DCCP to assist in contract negotiations and submits contract for approval.
6. Make presentation to General Assembly 48 months prior to the proposed convention date.
7. If selected by the General Assembly final hotel contract should be evaluated by Archdiocese legal counsel then signed by general chair.
8. Solicitation for donation for special projects which may include:
  - a. A structured Youth Program
  - b. Scholarship for children of parish priests to attend the convention
  - c. Hosted meals for clergy and their family
  - d. Hosted meals for guest Hierarchs
  - e. Sponsors for exceptional expense items of the convention e.g., Souvenir Journal Printing, large screen projection at General Assembly and Divine Liturgy, honoraria for guest hierarchs, etc.

## **II Planning (Months 48-24)**

1. Obtain convention budget database and prepare conference budget
2. Commence meetings of Executive Committee.
3. Draft tentative program and appoint committee chair for each event
4. Make presentation to the Archdiocese Convention General Assembly (2 years prior) including hotel information and rates, tentative agenda and pricing.

## **III Planning (Months 24-18)**

1. Finalize all pricing for social events, registration, journal, vendors space.
2. Develop an informational packet for distribution to all Archdiocese members
  - a. Informational Letter
  - b. Hotel registration information
  - c. Registration information

- d. Souvenir Journal Form
- 3. Obtain the WORD Mailing list, for distribution to all members of the Archdiocese (#1 mailing 18 months prior).
- 4. General mailing to all parish priests & churches/missions informing them of convention details and special projects (#2 mailing 12 months prior)
  - a. Sponsorship of clergy youth
  - b. Agenda, tentative speakers and convention pricing
- 5. Obtain space from the archdiocese webmaster for a website, to include online information and convention registration/payment
- 6. Obtain credit card charge ability for convention from a bank
- 7. Report regularly to the DCCP and Metropolitan Primate.

#### **IV Planning (Months 18-6)**

- 1. Obtain convention theme and logo from archdiocese
- 2. Obtain donations for convention events and hospitality bags
- 3. Enter schedule, souvenir journal pricing, social event & registration pricing, vendors pricing into database.
- 4. General mailing to all parish priests & churches/missions informing them of convention details and special projects (#3 mailing 6 months prior)
- 5. Submit informational articles to the WORD Magazine for each issue (2 month lead time)

#### **V Planning (Months 6-1)**

- 1. Meet with hotel management & events chairpersons for social and food event
- 2. Submit agenda to Metropolitan for final approval
- 3. Finalize contracts with vendors
- 4. Obtain convention database to enter in pre-registration.
- 5. Submit Registration form and Souvenir journal form to the WORD magazine
- 6. Resolve requirements for complimentary guest rooms and special arrangements with hotel
- 7. Write to all archdiocese departments chairpersons requesting a report to be included in the packet for the General Assembly and to determine time and space requirements for departmental meetings.
- 8. Provide hotel management with meeting and events room requirements
- 9. Obtain iconostas, altar & candle tray from previous convention or build one
- 10. Assign meeting and event rooms and schedule times
- 11. Report regularly to the DCCP and Metropolitan Primate.

#### **VI Final Planning (Month 1)**

- 1. Print Souvenir journal, program schedule, events programs and other material
- 2. Print pre-registration badges and prepare registration packets
- 3. Prepare hospitality bags
- 4. Arrange transportation for all VIPs and hierarchs
- 5. Submit sales tax exemption to hotel
- 6. Insure that entire event is properly insured with liability insurance

7. Obtain fire permit for candles in hotel church if required by law
8. Schedule teams to move bookstore, church service items, registration equipment to and from hotel
9. Prepare schedule of Clergy who will celebrate the daily liturgies, and readers for epistle readings
10. Install and test computer hardware, software and train all registration staff on database

## **VII Convention**

1. Manage the registration process
2. Visit and validate every function, event and room assignment to insure proper arrangements
3. Hold meeting with staff and committees as needed
4. Publish daily bulletins and make schedule announcements after services.

## **VIII Post Convention**

1. Submit registration fee to Archdiocese within two weeks.
2. Obtain all expenses for the convention and pay all outstanding bills, and enter into convention database
3. Follow-up on collection of money from delinquent attendees and vendors
4. Distribute checks to the Archdiocese and the host church.
5. Submit the database data file within six weeks after the convention to the DCCP.
6. Submit final report to next Archdiocese Board of Trustees Meeting.
7. Submit articles and photos to the WORD and the Archdiocese Webmaster.
8. Send thank you letters and copy of souvenir journal to all supporters.
9. Send thank you letters to all committee staff and event chairpersons