

Episcopal Diocese of Iowa

225 37th Street
Des Moines, IA 50312-4399

Phone (515) 277-6165
Bishop's Office (515) 277-6170
Fax (515) 277-0273
Email diocese@iowaepiscopal.org

Event Planning for Diocesan Participation

1. **CHECK DIOCESAN CALENDAR FOR AVAILABILITY** - Plan for success! Early in your planning process, Check the [Calendar on the Diocesan Website](http://freecal.brownbearsw.com/DioceseofIowa) (<http://freecal.brownbearsw.com/DioceseofIowa>) or call the Diocesan office to check the master calendar for date conflicts.
2. **CONTACT PERSON** - Identify one person from your group that will be the resource for information, coordination, and questions before, during, and after the event. This information will be on the website calendar and all publicity.
3. **CHECK YOUR FACTS** - Be sure to check insurance policies regarding liability issues. Also, be sure to check the Diocesan policies before planning your event; they are printed in the annual convention *Journal*.
4. **CONFIRM YOUR EVENT DATE** - Notify the Diocesan office as soon as your event is confirmed, with the Event Name, Description, Date, Time, Place, Sponsoring Group, and Contact Person (*see form on other side*).
5. **REGISTRATION** – Registration for Diocesan-sponsored events that require a fee to attend should be coordinated with the Diocesan office; contact Elizabeth Adams eadams@iowaepiscopal.org or Anne Wagner awagner@iowaepiscopal.org. An Event Planning Form is available to assist you in planning your event. Please remember that all checks should be made payable to *Diocese of Iowa* with the event name listed on the memo line. It would be helpful if the contact person you choose to represent your event has an e-mail to which online and e-mail reservations can be copied for easier tracking of reservations for your event.
6. **PUBLICITY** –
One easy e-mail address (communications@iowaepiscopal.org) will get your information to all of the following:
 - a. **IOWA CONNECTIONS** - This newspaper is published 10 times per year and is mailed to every family in each congregation in the Diocese. Information for *Iowa Connections* should be submitted to Lydia Kelsey lkelsey@iowaepiscopal.org as early as possible to guarantee being included. Her working deadline is the 1st of the month prior to the issue date (e.g. February 1 for March issue).
 - b. **DIOCESAN NEWSLETTER** - This newsletter is sent by e-mail monthly to all clergy, churches, and commission chairs who have agreed to subscribe to it. Information for the monthly e-newsletter should be submitted to Elizabeth Adams at eadams@iowaepiscopal.org. The deadline for information to be included is the 15th of the previous month.
 - c. **DIOCESAN WEB PAGE** - Event announcements can be posted on the web page. Contact Anne Wagner at awagner@iowaepiscopal.org about having your announcement posted. The internet address to visit the Diocesan web page is www.iowaepiscopal.org.

EVENT PLANNING FORM

Event Name/Description _____
Event Date(s) _____
Event Time(s) _____
Event Location _____
Name Address City - State - Zip
Sponsoring Group _____
Contact Person _____
Name Address City - State - Zip
Home Phone Work Phone Email Address

DIOCESAN POLICIES

Yes Reviewed liability insurance coverage?
 Yes Reviewed diocesan policies?

DIOCESAN CALENDAR

Yes Confirmed event with Diocesan calendar?

REGISTRATION

Yes No Pre-registration available? Registration deadline date? _____
 Yes No Registration Fee? Amount? \$ _____ Late Fee? \$ _____
 Yes No Online registration option? Online payment option? *(contact Diocesan office for more details)*
 Yes No Scholarships available? Amount available? \$ _____ (per person)
Name of person to contact to requests a scholarship: _____
 Yes No Registration form prepared by sponsoring organization? *(see sample below)*
 Yes No Registration form to be mailed? *(contact Diocesan office for assistance with mailing lists)*
 Yes No Registration form to be Emailed? *(contact Diocesan office for assistance with email lists)*

PUBLICITY (send information to communications@iowaepiscopal.org)

Yes No Iowa Connections? *(Deadline the 1st of the month prior to the issue date)*
 Yes No Monthly Newsletter? *(Deadline the 15th of the previous month)*
 Yes No Diocesan Web Page *(ongoing updates)*



(Event Name)
(Event Date) _ (Event Location)

REGISTRATION FORM Deadline: *(Date)*

Title First Name Last Name First Name for Nametag (if different)
Street Address Mail Address (if different) City State Zip
Email Address Home Phone Work Phone
Church or Organization Name Church or Organization City
Special Needs

Registration Fee: *(Amount)* Late Fee after *(date)*: *(Amount)*
Amount Due: \$ _____ Check Enclosed Cash Online Payment Check mailed separately

Make checks payable to Diocese of Iowa Questions? Contact (Name) at (Email and/or Phone #)