

Event Planning for Diocesan Participation

1. **CHECK DIOCESAN CALENDAR FOR AVAILABILITY** - Plan for success! Early in your planning process, contact 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.
6. **PUBLICITY**
 - 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 monthly to all clergy, churches, and commission chairs. Information for the monthly mailing 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 _____
Sponsoring Group _____
Contact Person _____

<i>Name</i>	<i>Address</i>	<i>City - State - Zip</i>
<i>Home Phone</i>	<i>Work Phone</i>	<i>Email Address</i>

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)
 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

- Yes No Iowa Connections? (*contact Lydia Kelsey at lkelsey@iowaepiscopal.org by the 1st of the month prior to the issue date*)
 Yes No Monthly Newsletter? (*contact Elizabeth Adams at eadams@iowaepiscopal.org by the 15th of the previous month*)
 Yes No Diocesan Web Page (*contact Anne Wagner at awagner@iowaepiscopal.org*)

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(Event Name)
(Event Date) • (Event Location)

REGISTRATION FORM

Deadline: (Date)

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

- 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 #)