



**GREEK ORTHODOX METROPOLIS OF SAN FRANCISCO
CHURCH MUSIC FEDERATION**

*Conference
Planning
Guidebook*

June 2006



GREEK ORTHODOX METROPOLIS OF SAN FRANCISCO CHURCH MUSIC FEDERATION

Dear Reverend Fathers and Church Musicians:

Thank you for considering hosting the annual conference for the Greek Orthodox Metropolis of San Francisco Church Music Federation. This guidebook will outline the responsibilities your parish would undertake in serving as the conference host site.

The Church Music Federation appreciates your consideration, and will work with you during each stage of the planning process. The details of the relationship between host parish and the Federation are detailed in the Guidebook.

On behalf of the Federation Executive Board, it is our sincere hope that this Conference Planning Guidebook will be a useful reference to you and your committee throughout your preparations, and we look forward to working in cooperation with your parish.

In Christ's Service,

Kristen Bruskas

Kristen Bruskas
President

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Overview

- **Parish Involvement** - The individual parish acts as a site host for the Federation conference. This is a Metropolis event, and while we want to be as inclusive as possible, ultimately decisions are made under the auspices of and by the empowered Federation leadership. The Federation needs the support of the parish for a location, manpower, and local marketing efforts. In every way possible, try to include your parish in conference events and social activities. In addition, the support by way of purchasing tickets to various social events will also help you meet additional expenses and increase your profit margin. Utilize your Parish Council, Philoptochos, Sunday School, and any other organizations to recruit volunteers for registration, transportation, meals, etc. This event does not have to be run exclusively by your parish musicians. We want your choir members to be able to sing and participate in the conference activities and not be tied down to administrative responsibilities.
- **Theme** - Create a catchy theme or slogan to be incorporated into promoting your conference. A coordinating logo can also be developed and used on all conference publicity materials.
- **Meal Functions** - Keep in mind that this group doesn't always move quickly, but they are always hungry!! It is customary that all meals be included as part of the registration package. The host parish would need to provide the following meals: Continental Breakfast (Friday and Saturday), Lunch (Friday and Saturday), Dinner (Friday – fun, themed event; Saturday – Federation Banquet), Brunch (Sunday following Liturgy). If you plan on having meals at your church, try to identify volunteers to cook for you instead of hiring a caterer who generally surcharges things substantially. Please be sure to consult with the Ecclesiastical calendar and observe all fasting guidelines during the days of your scheduled conference.
- **Conference Date:** Work with Federation to determine an appropriate date in June.
- **Website:** Work with Federation Webmaster to place all information on Metropolis Website and other Federation Websites.
- **Hotel:** Choose a hotel that will accommodate all participants. Contact previous conference chairman and Executive Board regarding the number of rooms. Plan on 175-200 participants.
- **Conference Leadership:** It is important to have one conference chairman who is the main contact for the conference. They will oversee the entire event and be a member of all committees. The coordinator chairs the overall conference and works with the Executive Board and committees to ensure the budget and guidelines are maintained.
- **Church Size:** The Federation, in consultation with the local choir director and priest, will collectively determine the most appropriate location for the adult and youth choirs to be positioned in the church. The church should be able to accommodate about 200 singers along with its parishioners. If the church structure is too small, the Federation will work with the host parish to provide appropriate guidelines if a hotel/conference facility will be used for the site of the Liturgy.
- **Rehearsal Space:** Rehearsals for Liturgy must be in the same room that the Divine Liturgy will be held (i.e., Church, hotel ballroom, convention center, etc.).

Conference Committee

The following positions would need to be filled by members of the Hosting Community. These are the key leadership positions, which will be vital to the planning and implementation of this conference.

Conference Committee

- Conference Chairman/Co-Chairman
- Registration Chairman
- Friday Breakfast/Lunch Chairman
- Saturday Breakfast/Lunch Chairman (can be combined with Friday)
- Friday Evening Event Chairman
- Saturday Awards Banquet Chairman
- Sunday Farewell Brunch Chairman
- Youth Activities Chairman
- Transportation Chairman
- Treasurer
- Hospitality Chairman
- Commemorative Album Chairman
- Weekend Photographer (a parish volunteer)

Budget and Finance

Identify costs for all Conference components (including all meals, transportation, printing, postage, etc.) for each conference participant. A budget template is provided. By determining your “hard cost”, it will help you plan better and stay on-target for a better end result. Software such as Quicken is excellent for tracking your event budget. By itemizing things in your budget, you will be able to monitor your progress (shortfalls, overages, etc.) as you go along.

All Conference expenses and income should be managed through a separate checking account, if that is allowed by your parish. It is suggested that you work with your local parish to provide seed money to support your start up costs.

There may be deposits required for hotel contract guarantee, major meal events, or for transportation. Other up-front expenses may include: conference registration bags, printing and postage for conference materials, entertainment, etc.

According to Federation guidelines, one-third of the net proceeds from the Conference are remitted to the Federation after all financial obligations of the Conference have been met. The remainder stays with your choir/parish. We must be realistic in that, other than Stewardship, this is the Federation’s only source of income. Please keep this in mind as you continue your plans and be cautious of unnecessary expenses.

Complimentary Expenses

The following is a list of expenses which host parish needs budget:

PERSON	HOTEL*	REGISTRATION	AIRFARE
Metropolitan	X (suite)	X	X
Federation President	X (suite)	X	
Spiritual Advisor		X	
Adult Choir Director	X	X	X
Youth Choir Director	X	X	X
Chant Director	X	X	X
Adult Choir Organist	X	X	X
Youth Choir Organist	X	X	X

** Hotel accommodations are provided complimentary to the above-named individuals beginning on the first day (Thursday) of the conference, and concluding on Sunday (for a total of three room nights each). If anyone wants to arrive early or extend their stay, these charges are the sole responsibility of the individual. In addition, room and tax are the only charges to be covered, with the exception of the Metropolitan, in which case all room charges are covered by the host parish.*

Please note that all these individuals should be included in your master list of registrants and should have a nametag and registration packet upon check-in.

The conference committee should make hotel reservations for all of the above people, and provide them with the appropriate hotel confirmation number.

If one of the above-named individuals is bringing along a spouse and/or children, it is their responsibility to pay appropriate fees (registration, separate event tickets, etc.)

Registration

- The registration cost per person should range from \$185 - \$220 per adult, and between \$75-\$100 for youth. All conference-related expenses should be portioned out and included in your preliminary budget (all meals, transportation, printing, gift, complimentary expenses, administrative costs, etc.). Your “hard cost” per person (adults) should be between \$125 - \$175. You should base your “break-even” budget on 150 adults and 30 youth. These should be attainable numbers and then, hopefully, if they are exceeded, the rest will be profit. You should not expect to make much if any profit from the Youth Choir registration. Keep in mind that all conference participants (including the local choir) must be fully paid registrants for the Conference. No reduced fees are extended to anyone in the local area as per a decision of the Federation in 1997. **Anyone who is singing during the weekend must be fully registered by official decision of the Federation in June 1997.**

- **Materials:** This is your main selling point for your conference. You should make these materials as complete and as enticing as possible. Be sure to include detailed information about the events, transportation, driving directions, and suggested attire. By being thorough in this communication, you will avoid a lot of questions and phone calls. In addition to all pertinent personal contact information, the registration form should include: voice part, Byzantine Chant Choir participant, Federation Delegate, Special Considerations (accessibility, vegetarian), Emergency Contact information, method of arrival (flying or driving to the conference), and whether or not they need ground transportation during the conference. A sample registration form is enclosed.

- A “Save the Date” postcard with hotel reservation information should be sent out by the end of February to the entire Federation database. The complete registration packet should be sent between April 1 – 10 to each Federation member. Conference details and an additional registration form should also be included in the Spring Inchoirer.

- Provide a registration location at the hotel to register all participating members and greet guests. Conference bags with registration materials included shall be given to each conference attendee. Throughout the year, make or collect items that can be put in conference bags. See local businesses, Chamber of Commerce, area athletic teams and news stations. Call local hospitals, banks, doctors, and tourist businesses for various complimentary marketing and promotional items they may be able to donate. Be sure to include a pencil!

- The Host Parish should provide a Hospitality Room at the hotel on Thursday evening, creating a gathering place for arriving conference attendees, and also offering light snacks.

- **Name Tags:** It is preferable to have a nametag that includes a cord to wear around your neck. This tag would be required for all registered musicians to wear and could be their “ticket” to all events, thus eliminating the need for separate tickets for each event. You may also want to color coordinate the tags (separate color for host parish, adult choir,

youth choir, chaperone, etc.). You will still need to have some extra tickets for people who bring along a spouse or other family member, and for your parishioners who wish to attend any of the events. Place a sticker on the back side of each nametag with emergency contact information for the conference (conference chairman, transportation chairman, parish priest).

- **Federation Updates:** Please keep an open line of communication between your conference planning committee and the Federation. It is important that the Federation Board be kept apprised of all your progress, and plans for communication with the Federation members. All materials should be provided (via fax or email) to the Federation President and Federation Board Conference Liaison for approval prior to printing and distribution. By providing status reports to the Federation President, it enables the Federation Board the opportunity to assist you in contacting parishes who have not yet registered, submitted their choir ad, made hotel reservations, etc.
- **Youth Choir:** The Youth Choir registration bag should be the same as the adults. The conference bags may contain additional items that may be more suitable for kids.
- **Meals:** All meals are included as part of the registration package. The host parish provides the following meals: Continental Breakfast for Friday and Saturday, Lunch for Friday and Saturday, Dinner Event for Friday Night, Federation Banquet (formal event) Saturday evening, and Brunch following Sunday Liturgy.
- If you plan on having meals at your church, try to recruit volunteers to cook rather than hiring a caterer. Please be sure to consult with the Ecclesiastical calendar and observe all fasting guidelines.
- Per a decision by the National Forum, any Federation President may attend the conference and be provided with a complimentary registration. If any other Federation Presidents participate, the registration fees will be paid by the Federation, and not the host parish.
- It is important to remind people to bring their choir robes and music for the conference.
- Previous Conference registration packets will be provided as samples upon request.

Hotel

- Hotel accommodations must be secured for the conference.
- It is estimated that 60 rooms would need to be reserved for Thursday evening, and 75 rooms per night for Friday and Saturday.
- The hotel location should be suitable for both adults and children.
- All hotel contracts must be submitted to the Federation President for review, and then forwarded by the President to the Metropolis for review by legal counsel before any final commitment can be made.
- Following contract review and approval, the host parish will sign the contract and serve as the responsible party. Signatures may include conference chairman, parish council president, and parish priest.
- In addition, the Federation can assist in negotiating the contract for the hotel (both guest room and any catering charges).
- The host parish will be responsible for covering expenses for special guests. These are fully outlined in the “Complimentary Expenses” section enclosed in this Guidebook.
- You may be required to fill out a credit application and provide a deposit to guarantee the terms of the contract.
- Try to include breakfast with hotel contract negotiations.
- It is important to clarify with the hotel if they will automatically expand the room block before the deadline if there is still hotel availability. Clarification is also needed from the hotel regarding the breakdown of single versus double rooms needed (i.e., if the host parish reserves 30 single and 30 double rooms for a specific night, will the hotel provide more doubles if there seems to be a greater need for these, or are we bound to the reserved breakdown.).

Transportation

- The host parish will need to provide ground transportation for all conference participants to and from the rehearsals and events.
- It is not necessary to provide transportation from the airport to the hotel.
- You will need to secure adequate bus transportation (full-sized coach, mini-bus, etc.).
- It is important to note that multiple buses will be needed so as to expedite travel between the hotel and the church. This means a minimum of two (2) chartered buses, and possibly three (3) depending on conference registration.

Commemorative Album

- This is the largest source of earned income for a Federation Conference. In addition to ads sold to Federation adult and youth choirs, it is the parish's responsibility to solicit and sell ads to the local business community (within and outside of the church).
- This revenue generally plays a significant role in determining the financial success of your conference.
- Recommended ad pricing for patron/community ads is as follows: \$250 – Full Page; \$150 – Half Page; \$85 – Quarter Page; \$50 – Business Card. The following pricing structure for commemorative choir ads must be adhered to: \$100 – Adult Choirs; \$50 – Youth Choirs. The majority of the corporate and congratulatory ads will come from your parish.
- The choir ads will generate revenue, which will hopefully cover your printing costs for the book. You should be able to count on 18 – 25 adult choir ads, and 3 – 6 youth choir ads.
- Welcome letters should be included from the following leaders/organizations:
 - Metropolitan (one page for letter, one page for picture)
 - Federation President (with photo headshot)
 - Parish Priest (with photo headshot)
 - Parish Council President (with photo headshot)
 - Philoptochos President (with photo headshot)
 - Conference Chairman (with photo headshot)
 - Biographical information and photos for all conference music leadership (adult and youth choir directors, adult and youth choir organists, chant director) should be included.
- Be sure to include the Conference Itinerary in your Commemorative Album so there will be a lasting record of the weekend's events.

Youth Choir

- You are planning two consecutive conference schedules – one for the adult choir and one for the youth choir. While some meal and social functions will overlap, the bulk of the daytime activities will be separate.
- You need to appoint someone who will coordinate the Youth Choir portion of the Conference and focus solely on their needs.
- In addition to music rehearsals, it is also fun to include an activity where they can make something to take home as a souvenir.
- Keep in mind that the Federation will appoint the Youth Choir Director and Organist so your parish does not need to staff these positions, only a supervisory person who can coordinate youth activities, chaperones, etc. This is an excellent way to incorporate Sunday School staff from your parish.
- Coordinate transportation to and from activities.
- A parental consent and medical release form should be included in all registration materials.
- Provide a comfortable area for rehearsals. Confer with guest youth choir director and Federation Youth Music Specialist for special needs for youth rehearsal room.
- The host parish should provide an adequate number of chaperones to assist during rehearsals and activities, as well as any field trips. For any off premises activities, a recommended adult to child ratio is 1:6.
- Please be sure and advertise in the registration materials to the Youth Choir that they will be presenting a special musical program at the Grand Banquet on Saturday evening.

Chant Group

Each year a Byzantine Chant Choir is formed to prepare the Orthros Service. Conference registrants may choose to chant, in addition to singing in the adult choir. A separate schedule of rehearsals will be developed for this group in consultation with the Byzantine Chant Director. A sample schedule is enclosed.

Rehearsal space will need to be allocated during the designated times for this group (generally 15 – 30 people). A keyboard instrument is not needed. Depending on extra rehearsal times, special transportation may be needed for this group. In addition, the Chant Group participants will need early transportation to the church on Sunday morning to prepare for their participation in the Orthros Service.

Because this is a Federation event with the intent of highlighting the diverse music ministries in our Metropolis, the host chanter is invited to register as a chant group participant so they may also work with the members of the Federation in preparing the Orthros Service. The Federation, in consultation with the Metropolitan and the parish priest, will make all musical decisions for this service.

Conference Schedule

The Federation will provide a detailed schedule of the activities during the day. This information will be communicated to you, around which you will plan the transportation, meal functions and social events. Guidelines for room layout, size of group and any equipment needed will also be provided to the host parish.

**The Federation proposes the following outline for Conferences:

Thursday	Registration, Hospitality, Federation Business Meeting <i>(all to take place at conference hotel)</i>
Friday	Continental Breakfast, Rehearsal, Lunch, Rehearsal, Evening Dinner/Activity
Saturday	Continental Breakfast, Rehearsal, Lunch, Free afternoon, Vespers, Banquet in evening (at church or hotel)
Sunday	Hierarchical Divine Liturgy, Farewell Brunch/Luncheon

The Youth and Chanters will follow a similar schedule, however the Youth rehearsals will need to be interspersed with other activities (arts and crafts, field trip, pool party). Sample schedules are included.

TENTATIVE Adult Choir Schedule

Thursday

2:00 p.m. – 9:00 p.m.	Conference Registration	Hotel
4:30 p.m. – 10:00 p.m.	Hospitality	Hotel
7:00 p.m. – 9:00 p.m.	Federation Business Meeting	Hotel

Friday

8:00 a.m. – 9:00 a.m.	Continental Breakfast	Church or Hotel
	<i>**Note – all choir members should be at church at least 30 minutes prior to the beginning of the rehearsal. Plan your transportation accordingly!</i>	
9:00 a.m. – 11:45 a.m.	Adult Choir Rehearsal+	Church
12:00 p.m. 1:00 p.m.	Lunch	Church
1:15 p.m. – 5:00 p.m.	Adult Choir Rehearsal+	Church
6:00 p.m. – 10:00 p.m.	Friday Night Event	TBD

Saturday

8:00 a.m. – 9:00 a.m.	Continental Breakfast	Church or Hotel
	<i>**Note – all choir members should be at church at least 30 minutes prior to the beginning of the rehearsal. Plan your transportation accordingly!</i>	
9:00 a.m. – 10:30 a.m.	Adult Choir Rehearsal	Church
10:45 a.m. – 12:00 p.m.	Divine Liturgy Run-Through (with youth)	Church
12:00 p.m. – 1:00 p.m.	Lunch	Church
1:00 p.m. – 5:00 p.m.	Free Time – explore the host city!	
6:00 p.m.	Great Vespers	Church or Hotel
7:00 p.m. – 11:00 p.m.	Grand Banquet	Church or Hotel

Sunday

8:00 a.m. – 8:45 a.m.	Transportation to church
	<i>**Note – all choir members should be at church by 9:00 a.m. Plan your transportation accordingly!</i>
8:30 a.m.	Orthros
10:00 a.m. – 12:00 p.m.	Hierarchical Divine Liturgy
12:30 p.m. – 2:00 p.m.	Farewell Brunch/Luncheon
2:00 p.m.	Transportation Back to Hotel

+ *The Federation may choose to include the Read Through of new Liturgical music during these rehearsals. The Federation will provide the necessary music and leadership for these sessions.*

TENTATIVE Youth Choir Schedule

Thursday

2:00 p.m. – 9:00 p.m.	Conference Registration	Hotel
4:30 p.m. – 10:00 p.m.	Hospitality	Hotel
7:00 p.m. – 9:00 p.m.	Federation Business Meeting	Hotel

Friday

8:00 a.m. – 9:00 a.m.	Continental Breakfast	Church or Hotel
	<i>**Note – all choir members should be at church at least 30 minutes prior to the beginning of the rehearsal. Plan your transportation accordingly!</i>	
9:00 a.m. – 9:30 a.m.	Ice-Breaker/Warm Up	Church
9:30 a.m. – 10:30 a.m.	Youth Choir Rehearsal	Church
10:45 – 12:00 p.m.	Activity	
12:00 p.m. 1:00 p.m.	Lunch	Church
1:15 p.m. – 3:00 p.m.	Youth Choir Rehearsal	Church
3:00 p.m. – 5:00 p.m.	Activity/Field Trip	TBD
6:00 p.m. – 10:00 p.m.	Friday Night Event	TBD

Saturday

8:00 a.m. – 9:00 a.m.	Continental Breakfast	Church or Hotel
	<i>**Note – all choir members should be at church at least 30 minutes prior to the beginning of the rehearsal. Plan your transportation accordingly!</i>	
9:00 a.m. – 9:45 a.m.	Youth Choir Rehearsal	Church
10:00 – 10:30 a.m.	Short Game/Activity	Church
10:45 a.m. – 12:00 p.m.	Divine Liturgy Run-Through (with adults)	Church
12:00 p.m. – 1:00 p.m.	Lunch	Church
1:00 p.m. – 5:00 p.m.	Free Time – explore the host city!	
6:00 p.m.	Great Vespers	Church or Hotel
7:00 p.m. – 11:00 p.m.	Grand Banquet	Church or Hotel

Sunday

8:00 a.m. – 8:45 a.m.	Transportation to church	
	<i>**Note – all choir members should be at church by 9:00 a.m. Plan your transportation accordingly!</i>	
8:30 a.m.	Orthros	
10:00 a.m. – 12:00 p.m.	Hierarchical Divine Liturgy	
12:30 p.m. – 2:00 p.m.	Farewell Brunch/Luncheon	
2:00 p.m.	Transportation Back to Hotel	

TENTATIVE Chant Group Schedule

Thursday

2:00 p.m. – 9:00 p.m.	Conference Registration	Hotel
4:30 p.m. – 10:00 p.m.	Hospitality	Hotel
7:00 p.m. – 9:00 p.m.	Federation Business Meeting	Hotel

Friday

8:00 a.m. – 9:00 a.m.	Continental Breakfast	Church or Hotel
	<i>**Note – all choir members should be at church at least 30 minutes prior to the beginning of the rehearsal. Plan your transportation accordingly!</i>	
9:00 a.m. – 11:45 a.m.	Chant Rehearsal	Church
12:00 p.m. 1:00 p.m.	Lunch	Church
1:15 p.m. – 5:00 p.m.	Adult Choir Rehearsal	Church
6:00 p.m. – 10:00 p.m.	Friday Night Event	TBD

Saturday

8:00 a.m. – 9:00 a.m.	Continental Breakfast	Church or Hotel
	<i>**Note – all choir members should be at church at least 30 minutes prior to the beginning of the rehearsal. Plan your transportation accordingly!</i>	
9:00 a.m. – 10:30 a.m.	Chant Rehearsal	Church
10:45 a.m. – 12:00 p.m.	Divine Liturgy Run-Through (with youth)	Church
12:00 p.m. – 1:00 p.m.	Lunch	Church
1:00 p.m. – 5:00 p.m.	Free Time – explore the host city!	
	<i>Chant Rehearsal may be scheduled here, if necessary</i>	
6:00 p.m.	Great Vespers	Church or Hotel
7:00 p.m. – 11:00 p.m.	Grand Banquet	Church or Hotel

Sunday

8:00 a.m. – 8:45 a.m.	Transportation to church	
	<i>**Note – all choir members should be at church by 9:00 a.m. Plan your transportation accordingly!</i>	
8:30 a.m.	Orthros	
10:00 a.m. – 12:00 p.m.	Hierarchical Divine Liturgy	
12:30 p.m. – 2:00 p.m.	Farewell Brunch/Luncheon	
2:00 p.m.	Transportation Back to Hotel	

Breakfast and Lunch Meals

It is customary to provide all meals during the conference weekend. Every attempt should be made to negotiate with the conference hotel to see if they will include breakfast with their room rate. If this is not possible, the host parish should provide a continental-style breakfast on Friday and Saturday mornings. The menu should consist of assorted baked breakfast pastries, bagels and cream cheese, fruit, yogurt, coffee, juice, etc. Please note that no breakfast items should be served on Sunday morning.

Lunch on Friday and Saturday should be simple but nutritious meals. Again, fasting guidelines should be adhered to, based on the date of your conference. Some suggestions include a pasta bar, salad bar, pizza, Chicken/Shrimp Caesar salad, Mexican Buffet, etc. Kids love macaroni and cheese, chicken strips and pizza. And everyone always loves a little dessert!

NOTE: Please always have a vegetarian meal option for conference registrants.

Friday Night Dinner Event

- It is suggested that this event should be a dinner/dance and follow a theme. Because the group has been in rehearsals all day, this event is a great opportunity for Federation members to mix and mingle with their friends. A program/performance for the evening is strongly discouraged. This should be a casual and fun event for adults and youth.
- Plan a menu, keeping in mind fasting considerations. Also remember that the Youth Choir will be eating with us, and you may need to consider some alternate menu options for them.
- ***NOTE: Please always have a vegetarian meal option for conference registrants.***
- Invite your parish to support this event by selling individual tickets.
- Reserved tables should be provided for the following:
 - Metropolitan
 - Federation Executive Board and spouses (could be up to 20 people)
 - Parish Priest and Presvytera
 - Conference Chairman and spouse
 - Event Chairman and spouse
 - Guest Conductor and spouse (adult and youth)
 - Guest Organist and spouse (adult and youth)
 - Chant Director and spouse (adult and youth)

***The Federation President will provide specific names and table assignments closer to the conference.*

Saturday Night Awards Banquet

- This is a more formal banquet at which the Federation honors many deserving members for their dedicated service to church music.
- The Federation will determine the order of speakers, and will provide all necessary awards. A master of ceremonies may be appointed by the local parish to get the program underway, however the majority of the program will be led by the Federation President and Executive Board Members. The Metropolitan will also offer a Keynote Address at this event.
- Reserved tables should be provided for the following:
 - Metropolitan
 - Federation Executive Board and spouses (could be up to 20 people)
 - Parish Priest and Presvytera
 - Conference Chairman and spouse
 - Event Chairman and spouse
 - Guest Conductor and spouse (adult and youth)
 - Guest Organist and spouse (adult and youth)
 - Chant Director and spouse (adult and youth)

***The Federation President will provide specific names and table assignments closer to the conference.*
- Provide podium and microphone.
- Entertainment (dancing) may be provided after the awards ceremony.
- The Youth Choir will perform at the banquet.
- Individual tickets for this event should be sold to the local community.
- Event must be a served meal, not a buffet. Keep in mind that the Youth Choir will also be attending this meal function, and they may prefer a more kid-friendly meal (i.e., chicken strips instead of filet mignon).
- ***NOTE: Please always have a vegetarian meal option for conference registrants.***

Sunday Farewell Brunch/Luncheon

- This is a quick lunch or brunch provided to all conference attendees and for the entire host parish. It is important to recognize that people are on a time crunch and need to get to the airport/on the road, etc.
- ***NOTE: Please always have a vegetarian meal option for conference registrants.***
- Buffets are generally discouraged for this event
- Provide a podium and microphone.
- Reserved tables should be provided for the following:
 - Metropolitan
 - Federation Executive Board and spouses (could be up to 20 people)
 - Parish Priest and Presvytera
 - Conference Chairman and spouse
 - Event Chairman and spouse
 - Guest Conductor and spouse (adult and youth)
 - Guest Organist and spouse (adult and youth)
 - Chant Director and spouse (adult and youth)

***The Federation President will provide specific names and table assignments closer to the conference.*
- A local master of ceremonies may be appointed by the local parish to get the program underway, however the majority of the program will be led by the Federation President , giving the opportunity for the guest conductors to offer brief remarks following the Divine Liturgy.

Choir Placement/Liturgical Details

- The Federation President, Music Committee, and Guest Conductors will work with the Metropolis to finalize details for the Liturgy.
- The placement of the adult and youth choirs should be done in consultation with the guest conductors, Federation President, conference chairman, and local parish priest. The choir is generally placed in the back of the church, using both sides of pews, and the conductor is positioned in the center aisle.
- The organ needs to be placed directly in front of the conductor (generally in the center aisle of the church). The conductor needs to be on an elevated platform (3' – 4' high) so he/she can be visible to all the choir members. Stairs should be provided.
- It is customary to include a Memorial Service to remember those church musicians who have passed away. Koliva should be provided by the host parish. The Federation will provide a list of the names of the deceased church musicians to be commemorated during the Memorial Service to the parish priest.

Organ

- The selection of the Conference Organ should be done in consultation with the Conference Organist and Guest Conductor.
- Additional advice may be sought from members of the Xenia Anton Desby Memorial Organ Scholarship Committee.
- It is preferable that the instrument be an Allen or Rodgers organ (minimum 2 manuals, with full pedal board). It must also be equipped with full external speakers or tone cabinets, which must be placed behind and well-above the choir.
- Provide a wireless microphone for the Guest Conductor to use during rehearsals.
- Provide the Youth Choir Organist with a piano/keyboard for rehearsals. Depending on the placement of the Youth Choir for the Divine Liturgy, a separate organ may be needed.

Recording

It is very important to the Federation that each Summer Conference Liturgy be recorded in a professional manner. The Federation will take full responsibility for all expenses associated with this project, including all associated costs of duplication, royalties, editing and distribution.

The Federation may solicit a sponsor to underwrite these expenses so that a complimentary CD recording may be offered to all conference participants. Otherwise, the recordings will be made available for a reasonable cost to anyone interested in purchasing their own copy.

The Federation will seek input from the host parish for local recording company contacts, but it will be the Federation's decision as to which company is contracted. The Federation will work with the host parish and the contracted recording company to determine the appropriate placement of microphones, including secondary microphones for the Metropolitan and all participating clergy.

The host parish will receive ten (10) complimentary copies of the final recording.

Church Name

(Date) Church Music Conference

Financial Report

Revenues:

Registration Fees:

Adult Choir Members	\$	-	
Youth Choir Members	\$	-	
Total Registration Fees			\$ -

Friday Night Event:

Conference Guests	\$	-	
	\$	-	
Total Friday Night Dinner			\$ -

Saturday Night Event:

Conference Guests	\$	-	
Total Saturday Night Event			\$ -

Sunday Luncheon:

Conference Guests	\$	-	
	\$	-	
Total Sunday Luncheon			\$ -

Parish Council Start-up Fund \$ -

Commemorative Ad Book \$ -

General Donations \$ -

Total Revenues \$ -

Expenses:

Registration:

Printing	\$	-	
Postage	\$	-	
Supplies	\$	-	
Commemorative Bags	\$	-	
			\$ -

Friday Night Dinner \$ -

Youth Event \$ -

Saturday Night Event \$ -

Sunday Luncheon \$ -

Commemorative Ad Book -- Printing \$ -

Organ -- Rental \$ -

Transportation \$ -

VIP Comps \$ -

Audio/Video Equipment Rental \$ -

Misc. (Bank Fees) \$ -

Registration Refunds \$ -

Parish Council Start-up Fund -- Repayment \$ -

Total Expenses \$ -

Net Income/(Deficit) \$ -

Music Federation's Portion of Net Income	\$	-
Community's Portion of Net Income	\$	-

2006 Church Music Conference Registration Form



Please complete **both** sides of this form and return to:
(Please print or type)

2006 Church Music Conference
% Connie Vrionis
1101 Green Street #2002
San Francisco, CA 94109

Registration Deadline is May 22, 2006
No refunds after June 8, 2006



Name _____
Address _____
City, State, Zip _____
Home Phone _____
E-mail address: _____
Parish _____
Parish city _____

Office Use
Date Rec'd _____
Amt. Rec'd _____
Check No. _____
Credit Card _____

Please mark the appropriate boxes below

- | | | |
|--|--|----------------------------------|
| <input type="checkbox"/> Adult Choir Member | <input type="checkbox"/> Parish Priest | <input type="checkbox"/> Soprano |
| <input type="checkbox"/> Youth Choir Member | <input type="checkbox"/> Federation Delegate | <input type="checkbox"/> Alto |
| <input type="checkbox"/> Chant Group Participant | <input type="checkbox"/> Non-singing Child | <input type="checkbox"/> Tenor |
| <input type="checkbox"/> Choir Director | <input type="checkbox"/> Non-singing Adult | <input type="checkbox"/> Bass |
| <input type="checkbox"/> Organist | | |

Registration fees

- | | | |
|--|-------|----------|
| <input type="checkbox"/> Adult Registration | \$220 | \$ _____ |
| Late registration (if mailed after May 22nd) | \$245 | \$ _____ |
| <input type="checkbox"/> Youth Registration | \$100 | \$ _____ |
| <input type="checkbox"/> Youth Chaperone | \$220 | \$ _____ |

Additional Tickets (for non-conference participants)

- | | | |
|--|-------|----------|
| <input type="checkbox"/> Friday Dinner/Dance | \$ 25 | \$ _____ |
| <input type="checkbox"/> Saturday Banquet | \$ 75 | \$ _____ |
| <input type="checkbox"/> Sunday Luncheon after Liturgy | \$ 25 | \$ _____ |

Total Amount Enclosed \$ _____

If you prefer vegetarian meals please mark here

**Please enclose check payable to Holy Trinity Greek Orthodox Church
or indicate Visa or Master Card information below**

Visa / MC # _____ Expiration Date _____ / _____

Name that appears on card: _____

Signature: _____

TRANSPORTATION FORM

Please complete this form and return with your registration form and payment

Name _____ Parish _____

I am driving / flying to San Francisco (Circle one)

Day & time of arrival _____

Emergency contact name: _____

Emergency phone number: _____

Please mark boxes below so we can plan our transportation appropriately.

I will be providing my own transportation for the event.

Non-singers only:

I will need transportation from the Westin to Holy Trinity for the dinner/dance on Friday night.

I will need transportation from the Westin to Holy Trinity to join in the Saturday afternoon outing.

Comments: _____

PARENTAL PERMISSION FOR PARTICIPANTS UNDER AGE 18

I hereby give permission for my child named on the registration form to participate in the Greek Orthodox Metropolis of San Francisco Church Music Federation being held in San Francisco, California from June 29 - July 2, 2006 and hereby release the Federation, its agents, and Holy Trinity Greek Orthodox Church of San Francisco from any liability for any accident or injury that may occur during the course of said event, including travel to and from scheduled conference activities at the Church, hotel or other designated sites. I hereby authorize any medical treatment for my child in case of accident or illness. Further, my child understands that he / she must abide by all rules of this event. I also accept full responsibility for any charges for damage caused by my child.

Signed: _____ Date: _____



SOUVENIR BOOK



Thank You for your support of
**BRIDGE TO HARMONY - the Greek Orthodox Metropolis
of San Francisco Church Music
Federation Conference** being hosted
by the Holy Trinity Greek Orthodox Church,
San Francisco, from June 29 - July 2, 2006.

Contact Name _____

Business _____

Address _____

City _____ State _____ Zip _____

Phone _____

FAX _____ Email _____

YES! I would like to purchase the following ad:

<i>Page Size</i>	<i>Art Size</i>	<i>Cost</i>
<input type="checkbox"/> Full Page	8" x 10.5"	\$250
<input type="checkbox"/> Half Page	8" x 5"	\$150
<input type="checkbox"/> Quarter Page	3.75" x 5"	\$85
<input type="checkbox"/> Eighth Page* <i>Business Card</i>	2.25" x 3.75"	\$50

*(*please submit two business cards to be reproduced in the Souvenir Book)*

FOR CHOIRS ONLY

- Full Page Adult Choir Ad
\$100
- Full Page Youth Choir Ad
\$50

Check Enclosed (payable to: Holy Trinity Greek Orthodox Church)

Please charge my credit card:

Visa Master Card

Card No. _____ Exp. Date _____

Signature _____ Date _____

YES! I will be providing camera-ready black and white artwork for my ad according to the maximum sizes designated above.

NO! I cannot provide camera-ready artwork. Please design my ad using the following special message (please print clearly or type):

Please return form to:
Holy Trinity Greek Orthodox Church
c/o Peter Roosakos ** 1049 Springfield Drive ** Millbrae, CA 94030 ** 650-697-4221

AD DEADLINE: MAY 22, 2006



GREEK ORTHODOX METROPOLIS OF SAN FRANCISCO
CHURCH MUSIC FEDERATION
San Francisco Conference Survey 2006

This survey is designed for future planning of Church Music Conferences. We really appreciate your feedback to help guide us in planning future successful conferences. Please fill out the survey by Sunday and place in the survey basket or mail to the address on the back of this page.

1. What are the things that influence your decision to come to a conference?

(Please check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Youth Choir |
| <input type="checkbox"/> Selected Music | <input type="checkbox"/> Guest Conductor |
| <input type="checkbox"/> Location | <input type="checkbox"/> Fellowship |
| <input type="checkbox"/> Cost | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Language <i>(Specify: Greek or English)</i> | |

2. Did you attend any Regional Rehearsals to prepare the music for this year's conference?

YES NO *Comments:* _____

3. Did your parish choir regularly rehearse the music in preparation for this year's conference?

YES NO *Comments:* _____

4. During the conference, did you feel adequately prepared musically? YES NO

5. Would you be interested in attending a two-day (Saturday/Sunday) Regional Church Music Conference:

- * In addition to the annual conference? YES NO
* Instead of the annual conference? YES NO

Comments: _____

6. Would you be interested in attending a conference held at St. Nicholas Ranch? YES NO

Comments: _____

7. Would you be interested in having a Federation Conference on a cruise ship (Friday – Monday cruise departing from Southern California)? YES NO

Comments: _____

8. What did you enjoy most about this conference?

Comments: _____

9. What suggestions do you have to improve next year's conference?

Comments: _____

10. During this conference, I participated as:

- ___ Adult Choir Member (*circle one: Soprano Alto Tenor Bass*)
- ___ Youth Choir Member
- ___ Chant Group Participant
- ___ Youth Choir Parent/Chaperone

Additional Comments:

Name: (*optional*) _____

Parish: _____

**Please return this form by Sunday morning to be eligible to win special prizes!
Should you forget to turn it in at the conference, please mail by July 31 to:**

**Kathy Meck
2480 Pio Pico Dr.
Carlsbad, CA 92008**

FEDERATION CONFERENCE NAMETAG SAMPLE



**2006 CHURCH MUSIC
FEDERATION CONFERENCE**

NAME

**Parish
Parish City, State**

EMERGENCY CONTACT INFORMATION

**Conference Chair: Name, Cell Phone
Parish Priest: Name, Cell Phone
Transportation Chair: Name, Cell Phone**