



CATHOLIC SCHOOL CHAPLAINS OF ONTARIO

CSCCO Mission Statement

CSCCO exists to develop, support, and promote the profession of Catholic School Chaplaincy in Ontario.

CSCCO Vision Statement

Working in unity with all partners in Catholic education in Ontario, witnessing to the Good News of Jesus Christ.

The CSCCO Conference Planning guide

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INTRODUCTION

Catholic Education in Ontario has been receiving full funding since 1986, and CSCO came into existence shortly thereafter. In that time, we have seen school chaplaincy become an integral and active element of the Catholic education system. Chaplaincy Leaders minister to both staff and students in a myriad of ways, with a myriad of demands, in a myriad of settings. The annual conference is our sacred time and place where we gather for professional development, renewal, prayer, camaraderie, and friendship.

Our thanks go to the many planning teams that have volunteered over the years to create, coordinate, and facilitate beautiful liturgies; bringing effective and affective speakers to share their wisdom and stories; creating social times that we remember, and in offering us quiet times and spaces for us to breathe in God's infinite mercy and presence. We look forward to the many gatherings yet to come!

Chaplaincy groups volunteer to plan the conference. This guide lays out the various elements that have become part of our annual gathering, including tips, suggestions, and ideas for the planning group to consider and discuss.

To the current Conference Planning Team: thank you for taking on this holy service for your colleagues. May the planning and facilitation of this event be as holy and renewing for your spirits as the conference is for the membership.

May the blessing of God be upon us as we continue to live, work, and celebrate this privileged role of Chaplaincy in the Catholic education system.

*CSCO EXECUTIVE
SPRING, 2017*

NOTES:

PLANNING COMMITTEE STRUCTURE

As a group, determine the roles each team member will satisfy:

Chair/Co-Chair(s): coordinate the big picture and have final responsibility

Treasurer: responsible for the conference budget, managing expenses, and financial reports. Partners with CSCO Executive treasurer. Preferable that the treasurer has financial skills. See appendix I, page 15.

2nd signing officer: any other member of the team who also has the responsibility to sign cheques.

Registrar: keep track of all participants, assign accommodations, meals, nametags, keep contact list, issue confirmations privately to each participant as they register.

Secretary: keep minutes and notes of all decisions and correspondence

Communications: distribute promotional material, liaise with Communications Coordinator of CSCO Executive

Liturgist: responsible for prayer services and mass

CSCO Executive Officer: is required as a liaison between the executive and planning team and must be fully part of the conference planning team and have full disclosure.

General Planning Committee Members: to take on other duties such as tech/videotaping, guest speakers, hospitality, evening entertainment/socials, gift bags, vendors list, workshop, presenters, decor

Other: Your planning team may choose to assign other roles as they arise.

THEME

Every conference must choose an appropriate theme. Having a theme will help the planning team have a focus as they plan.

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LOCATION & DATE

Retreat Centre vs. Hotel

Retreat centres cannot normally accommodate CSCO's large numbers and members are staying at different locations but gives that spiritual atmosphere many are looking for, while a hotel can accommodate our numbers but doesn't offer the spiritual atmosphere.

CSCO is responsible professionally, financially, and legally for each conference, therefore final approval must be given. Exercise good judgment in selecting an appropriate location in consultation with the Executive Liaison.

The CSCO Conferences can shift between January and April to accommodate the teaching-Chaplaincy Leaders.

SPEAKER/FACILITATOR

Well known people need to be booked well in advance of 1-2 years. As a team decide who will be the contact for the speaker. As a team decide who will provide hospitality for the speaker. (Driving them from/to the airport; if an airport limousine will be used; who will answer any questions, do the thank you and presentation of gift).

CSCO is responsible professionally, financially, and legally for each conference therefore final approval must be given by the executive.

RESPONSIBILITES OF THE TREASURER

The conference Treasurer must work closely with the CSCO Treasurer. Full financial records must be kept and submitted to the executive when all conference financial transactions are complete. The per-person Conference cost cannot exceed \$500.00.

BUDGET PLANNING

Budget planning is a critical element to the beginning stages of conference planning. It is a detailed process. All steps must be completed and communicated to the CSCO treasurer. See appendix I.

NOTES:

BANK ACCOUNT

One of the first business items for the conference planning team is opening a bank account. This should be done as soon as possible, using the following steps as a guideline. \$3000.00 seed money is requested from the CSCO treasurer to help get you started especially if there is a need for deposits to put a hold on a location. Seed money is to be returned after the conference.

1. provide CSCO treasurer with name and address of chosen bank branch (your preference), name of bank contact person, two team member names who will have signing authority for the account (treasurer + one other team member).
2. once the CSCO treasurer’s letter of permission to open the account is received make an appointment with the bank contact person. Both members with signing authority must be present at this appointment.
3. at the appointment, explain to the banker the need to open an account for the annual conference of our non-profit organization with the following qualifications: the account will exist for approximately 18months. Request the ability to write cheques at no charge, an account with no monthly fees, “either/or” (not joint) signing authority, and monthly statements with scans of cheques at no charge.
4. keep complete financial records and documentation. Close account once all conference financial transactions are complete. Complete a financial statement. Submit to the CSCO treasurer all financial records, documentation, and the financial statement.

WHAT TO BEG, BORROW, BUY, RENT

BEG:

If at all possible, it is preferred if freebies can be acquired! Talk to local Catholic universities, the hosting diocese, or school board for swag that can be included in the conference packages. (i.e. pens, notebooks, conference note-totes, memory sticks, etc.)

Are the schools of the planning team members willing to cover the cost of printing/photocopying?

Is there a school print shop program that might like to take on the printing, or other projects or items, as a project, for little to no cost?

Are there creative students who could design the logo/conference theme?

NOTES:

BORROW:

Vestments, and other items needed for Liturgy. (Some of these may already be at the facility centre if it is a Catholic retreat centre. Otherwise, these have to be brought in from someone's school: the vessels and articles for Liturgy can come from a school, while the presider can bring his own vestments.)

If the retreat centre or conference centre are limited in the following supplies, they will need to be borrowed:

- music stands;
- microphones/sound equipment;
- various decorations/props to use in the prayer spaces or for the banquet;
- LCD projectors;
- screens.

These things often are available at retreat/conference centres, but usually at an additional charge.

BUY:

Most of the following items will need to be purchased:

- stationary supplies;
- name tags (various varieties the planning team can choose from);
- cards and gifts for the speakers/workshop presenters (as honoraria);
- refreshments for the socials (food, drink, etc.);
- music and copyright;
- postage—with the dawn of emails, we have stopped mailing the conference package to the membership. Contact can be made to the membership on updates via the executive liaison/communications coordinator.

RENT:

In the past, the following have been rented, when necessary:

- amplifier;
- speakers, and other sound equipment;
- electric keyboard;
- wine glasses;
- karaoke machine (for those times planning teams decided to incorporate this for the socials).

All conference expenses should be covered by the conference fees. This includes any travel expenses for the team. An expense form can be filled out for mileage etc. The expense form can be found on our website or ask your liaison.

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CONFERENCE SCHEDULE

When planning your conference please take into consideration the following elements: AGM, workshops, vendors, prayer, banquet, meals, keynote speaker, personal time, social, breaks, Eucharist.

Also bear in mind your purpose; retreat, professional development or a combination.

RETREAT VS. WORKSHOPS

There is a need among our members to have a retreat while also satisfying the need for professional development. It has been practice to rely on the expertise of our members and have them lead workshops as a way to share their wonderful ideas with the group.

AGM

The AGM is the responsibility of the executive. Please allocate a 3 hour time slot. In recent years, it seems to work to have the AGM prior to the official opening ceremonies of the conference and there tends to be a good number of members in attendance.

The AGM is of key importance to the ongoing life and health of the organization. It is essential to have this meeting scheduled in “prime time” and to give it a sufficient amount of time so that peoples’ voices are heard in the discussions.

The Planning Committee must work with the CSCO Liaison on the AGM scheduling during the conference.

WORKSHOPS

It is up to the Planning team to decide if you want to have workshops and how many. Information should be sent to membership as part of the conference package especially if you need them to sign up ahead of time. When considering workshop presenters, remember there are many experts out there, including among the membership. The topics should be relevant to your theme and the team will need to decide who will do the thank you to the speaker and/or workshop presenters and what sort of token gift will be presented to them.

VENDORS

Having vendors available allows Chaplaincy Leaders to build up their resources. See Vendor listing in Appendix II.

Having book and fair trade vendors at our annual conference reminds us that we should always be updating our resources as well as supporting fair trade companies. Keeping up to date on these things keeps us honest and authentic.

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These vendors are usually put in a location where perusal over such items will not detract or distract from the speakers' sessions or workshops. Time is usually allotted in the conference schedule to give members/participants a chance to look over the "fair."

Having a proper balance of vendors is up to the planning team and space available. Vendors can bring resources that compliment and/or supplement the theme and focus of the conference. If they know which speaker will be presenting in advance, they can arrange for that individual's books to be available, in which case, time may be needed for a book signing.

Some things to keep in mind with vendors:

1. Our regular vendors know this is an annual event and appreciate being invited. Their attendance is not automatic—invitations must be extended.
2. A phone call or letter of invitation should be made soon after the date and location of the conference have been finalized. A follow-up contact can be made to confirm the invitation and conference details.
3. Communicate to the vendors the theme and focus of the conference as well as any workshop topics. This allows them to bring complimentary/ supplementary books, items and resources.
4. A "Vendor's Fee" is normally charged to each vendor for the privilege of setting up a display at the conference. The conference planning team will see from the notes of the previous planning team the amount of the fee.
5. Other considerations: Providing vendors lunch and letting them know about accommodations if necessary.

LAYOUT OF SPACE

Depending on the location of a retreat centre or a hotel/conference centre, thoughtful use of space is required—will participants be seated around tables or lecture style; will a screen be necessary; is the speaker/facilitator using an LCD projector; is there a window in the room; how is the sound in the large room; etc.

- A. Worship space/Chapel
 - a. Ritual is crucial to the CSCO Conference. Thoughtful consideration needs to be made as to where the main prayer space will be located within the centre; how conducive is the space for Mass; can it accommodate live music; etc.
- B. Main Gathering Area
 - a. Prayer Focus in Main Area

NOTES:

This should include elements that reflect the theme for the conference. It can also include reflections of the time of year; elements that reflect our membership or the history of CSCO; etc.

C. Workshop rooms

D. Social Gatherings/Lounge Area

- a. Casual socialization seems to work the best, however, there have been conferences where the social following the banquet has been more involved with themes and specific party items. It is up to the planning team to decide how and where the social times will be enjoyed. It is also necessary to have the Smart Serve Responsible Alcohol Beverage Service Training for the socials. Our intent is to not make money on alcohol and we do charge for alcohol to cover the expenses. We no longer give out free drink tickets so there is not the temptation to collect drink tickets from non-drinkers and have people drinking excessively. Information is available at www.smartserve.ca. See appendix III for more info on smartserve

E. Dining Area

Meals are a time to allow community building

BANQUET

It is customary at the annual conference to have a banquet, to celebrate CSCO and our members. It usually takes place on the last evening together but is not limited to this time. The meal usually is the occasion where the efforts and contributions of members are recognized and given honour; where retiring Chaplaincy Leaders are given recognition and where the Brian Halferty Award is given. Special guests are usually invited by the CSCO Executive to attend this meal. These guests may include representatives of other organizations that are our partners in Catholic education, members of the ecclesial hierarchy, etc.

Ways of making this meal special can include but are not limited to:

- arranging for wine to be served at the table;
- employing special decorations;
- ordering a special cake for occasion;
- encouraging attendance among our members;
- inviting members/participants to dress a little more formally for the occasion

It helps to highlight the importance of the banquet when it is mentioned specifically in the conference registration package, asking members/ participants to register specifically for the meal and indicating more formal wear for the event.

NOTES:

MASS/LITURGIES

Care and practical considerations need to be made with regards to the prayer rituals that will be experienced during the conference. It is helpful for the rituals to reflect the theology and spirituality of Vatican II, and using the richness of the Catholic Christian tradition. Eucharistic Liturgies should follow the General Instruction of the Roman Missal (2011). Further, the local Bishop should be aware of any liturgies being planned and who the Presider(s) will be. Members should find themselves reflected in the prayers/Liturgy. Other things to consider: priest stipends, travel, accommodation and meals.

MUSIC

We enjoy utilizing good music in the prayers and liturgies at our annual conference. It is a chance to expose our members/participants to new and different styles of songs and of doing music. There is no need to hesitate about printing music and/or lyrics for our conference rituals and celebrations. However, it is essential to ensure that proper attribution and copyright information and/or prior permission is secured, obtained and included in the handouts. It is illegal and unjust to do otherwise.

If songs are to be reprinted on sheets or in a booklet for the conference, whether it is music and lyrics or just lyrics, it is **NECESSARY** to give proper credit for the copyright on these songs and with some publishers, to arrange for permission in advance.

It is neither difficult nor expensive to arrange for the use of copyright material for a conference such as ours. Information is on each website how to go about obtaining copyright/permission. For more information on licensing see appendix IV.

SWAG BAGS

Swag bags are optional. Please be judicious when selecting items to include in the swag bag.

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GUESTS OF HONOUR

It is good practice to invite Guests of Honour to nurture healthy relationships CSCO has with other Catholic Education partners, primarily with the Institute of Catholic Education (ICE) and the Assembly of Catholic Bishops of Ontario (ACBO). It is the responsibility CSCO Executive to invite the local bishop, hosting bishop, bishop liaison and Catholic partners as special Guests of Honour.

It is essential that the local Bishop to the area where the conference is being held be made aware of and invited to the conference, even if he is only able to make introductory comments. If another priest/Bishop is coming to the conference to preside at the Liturgy, the local Bishop needs to be notified for approval.

TECHNOLOGY

Videotaping/podcast of all the conference keynotes and workshops – upload to website for those who miss the conference.

Event page on Facebook (attached to official CSCO Facebook page)

Official hashtag in advance ie. #CSCO2017 #ChaplainChat for Twitter, Instagram, Facebook use

Past practice indicates the hiring of technology professionals is money well spent.

NOTES:

TIME LINE FOR PLANNING

(when a conference is to be held in January. If the conference is later, adjust time line and tasks accordingly.)

WHEN	TO DO WHAT
<p>1 YEAR PRIOR (JANUARY)</p>	<ul style="list-style-type: none"> *Create Conference Planning Team (includes an Executive liaison). *Select Committee Chair, Treasurer, Secretary; other roles can be filled as the need arises. *Set date, time and location for next meeting or subsequent meetings. *Select the date for the Conference and the location; book the facility. *Make a list of 2 or 3 possible speakers/facilitators—some may not have those dates available. *Initial meeting of the planning team may be a lengthy one as initial parameters are thoughtfully and animatedly discussed. Part of this initial conversation is to discuss the brainstorming table elements. Details of each do not necessarily need to be made at this time. If there is a consensus on the speaker, then appropriate contacts should be made to secure these individuals at this time.
<p>11 MONTHS PRIOR (FEBRUARY)</p>	<ul style="list-style-type: none"> *Review evaluations from the previous conference, taking note of criticisms, kudos, suggestions, etc. *If the desired speaker has not been contacted yet, this should be done at this time. *Review past budget(s). Begin to get an overall sense of the costs: facility with accommodations; speakers; workshop presenters; etc. vs. possible revenue. *Request ‘seed’ money from the Executive and open the bank account. *Begin thinking about the prayer rituals and Liturgy. Some planning teams in the past have created a subcommittee for this since these alone can get detailed and demands more work than one person can reasonably handle. *Decide who on the team will be the liaison with the conference facility.
<p>9-10 MONTHS PRIOR (MARCH/APRIL)</p>	<ul style="list-style-type: none"> *Continue with conference goals and themes. *Begin drafting the flow of the Conference and program needs. Begin translating the program into a schedule, keeping in mind that 3 hours is needed for the AGM. This allows members to sign in and register. *Decide how best to represent the theme of the conference by use of a logo, a picture, scripture passage, a song, etc. *Decide if there will be workshops available and who will be the presenters. Begin contacting these individuals incorporating their strengths with the theme of the conference. *Create a flyer to be posted on the website to keep CSCO members notified of the date and the theme, what to expect, etc. Many members travel long distances and need to plan accordingly with their travel plans as well as getting approval and financial assistance from their respective boards.
<p>8-9 MONTHS PRIOR (MAY)</p>	<ul style="list-style-type: none"> *Have flyer for the conference sent to the Communications Coordinator to have it posted on the website. This CC can also email the membership with the details. This used to be mailed but it seems easier now to have things sent out electronically and it saves money on not paying for postage!

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WHEN	TO DO WHAT
<p>8 MONTHS PRIOR (JUNE)</p>	<p>*Decide on which vendors will be invited to display their wares (each vendor is asked to pay a fee for a table). Will there be conference spirit wear ordered or available for people?</p> <p>*Continue with the conference details: refinement of the schedule, the prayer sessions, the Liturgy, the Banquet, the social times, the conference package, etc. *Development of the Prayers and Liturgy can be brought to more detail—perhaps in the initial conversation specific scripture passages or themes arose, these can be the focus of the prayer rituals and the Liturgy. Songs can be chosen and consideration must be given to paying for copyright if songs are not in the hymnals at the retreat centre. If prayer booklets will be made, permission to copy and use songs will need to be secured. *Discuss various jobs to be continued/completed in the fall should the summer break be approaching. Set dates and timelines for these tasks. Assign people to these tasks. *Determine if there will special t-shirts ordered for the planning team which will set them apart during the conference so they will be easily recognized by the membership.</p>
<p>5-6 MONTHS PRIOR (JULY/AUGUST)</p>	<p>*Enjoy your vacation! *Not much can happen during the summer months by way of planning. If the planning team wishes to meet, it is up to them to make the arrangements. Normally, communication can be made by way of emails as to the progress of their respective responsibilities. *One or two planning team members should be designated as contacts in case the speaker/facilitator or workshop presenters needs to get in touch regarding any aspect of the conference.</p>
<p>3-4 MONTHS PRIOR (SEPTEMBER/OCTOBER)</p>	<p>*Final discussion with workshop presenters as to their needs for their part (projector, screen, etc.). *Contact the conference facility to finalize details re: schedule, meals, special dietary needs, special events, banquet needs, sound system, etc. *Work with the CSCO Executive re: the AGM. The CSCO President will take care of the AGM Agenda. *Give final shape to the program schedule. *Design the Registration brochure: include the name of the individual who will be receiving these and their full school address and contact information (could very well be the one who is the Treasurer for the team since they will also be receiving the money). Have the Registrations posted on the website and the CSCO Communications Coordinator send this out to the membership. The team needs to approve this prior to it being sent out. *PROOF READ EVERYTHING...TWICE, THRICE, FOUR TIMES! What you send out reflects the CSCO organization and is done on behalf of CSCO. Check spelling, grammar, tone, punctuation, etc.</p>

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WHEN	TO DO WHAT
<p>1-2 MONTHS PRIOR (NOVEMBER/DECEMBER)</p>	<p>*Finalize the Prayers and Liturgies. Determine principal presiders, musicians, etc. *Prepare and copy liturgy booklets/handouts. (Don't forget to include the permission/copyright information at the bottom of the page or underneath each song!) *Stay in touch with the conference facility regarding numbers, etc. Send them a final copy of the schedule and where each element is to be located in the facility. Confirm once again the times of the meals, physical arrangement of the spaces used, special refreshments, etc. *Confirm registrations received by a standard email, except for those received immediately before the conference. *Treasurer ought to be keeping a detailed record of all revenue and expenses. (Remember, at the AGM in the following year, a report of the CSCO Conference budget is given with the treasurer's report. Reminder emails sent out to membership (touching base, fun notes to generate excitement about the conference)</p>
<p>BEFORE CHRISTMAS BREAK:</p>	<p>*Review the conference checklist before leaving for the holidays. The team should do what they can to limit any surprises from catching them off-guard when they return to work in January. Checklist: ___ Conference packages (are all pieces there? anything still to procure?) ___ Purchases: supplies, name tags, gifts, thank you cards, etc. ___ Rentals needed: sound equipment, etc. ___ Evaluation form: prepare, print enough copies. ___ Conference site set up: items for prayer table in main area, liturgy needs, banquet needs, workshop needs, etc. ___ Registration/Welcome table: who? when? how? etc. ___ Confirm on team, who is leading what (MC's, thank yous, registration, liturgies etc)</p>
<p>MONTH OF! (JANUARY)</p>	<p>*Plan a final pre-conference planning team meeting in the first week of January, back after the Christmas holidays. Review the checklist and any final errands/details that need to be taken care of. *The big stuff is planned, focus is now on the details: ___ keep reviewing the checklist; ___ remember the cards/gifts for presenters; ___ keep an up-to-date registration list and accounts; ___ keep ALL receipts and list of expenses; ___ stay in touch with the conference facility, especially where last minute changes are concerned; ___ stay in touch with the CSCO Executive.</p>

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WHEN TO DO WHAT

PRE-CONFERENCE:	<ul style="list-style-type: none"> *Plan to be at the conference facility one day prior to official opening/AGM to: <ul style="list-style-type: none"> ___ work together to put the conference packages together; ___ prepare spaces for prayer, Liturgy, main gathering space, welcome/registration area/tables. *Designate the area for the message board. *Determine who will be the filter for the announcements during meals or before/after each session. ___ Sound equipment, visuals, themed prayer center, power points etc.
DURING CONFERENCE:	<ul style="list-style-type: none"> *Greet people, handle registrations, provide information, take pictures, etc. *There should be one person to be the liaison with the conference facility to make things easier. If other planning team members have requests for the facility, it should go through the liaison, otherwise it is confusing for the facility staff—there shouldn't be too many “cooks in the kitchen!” *The planning team is responsible for chairing the Conference: planning team members should welcome participants back after each break and take care of administrative details.

POST CONFERENCE

WHAT	DETAILS
EVALUATION	<ul style="list-style-type: none"> *The planning team should meet in February, while the Conference is still fresh in memory to review the evaluations. *Based on the evaluations and their own experience of the conference, the team is invited to prepare comments and recommendations for the CSCO Executive and the incoming conference planning team. *The evaluations should be sent to the CSCO Executive once they are finished being reviewed.
DINNER	<ul style="list-style-type: none"> *The planning team is invited to enjoy a dinner out, as a congratulatory celebration. CSCO to take care of the bill.
BANK ACCOUNT	<ul style="list-style-type: none"> *All conference bills need to be paid, collect all outstanding fees, and finalize records as best as the team can. Submit final statement to the CSCO Executive Treasurer. *Close the bank account by the end of February. Any funds remaining in the account should be directed to the CSCO Executive Treasurer. Also, all documentation should be directed to the CSCO Executive Treasurer: all bank books, cancelled cheques, invoices, receipts, etc.
FINANCIAL REPORT	<ul style="list-style-type: none"> *Prepare a formal financial report for CSCO, using the format suggested by the CSCO Executive Treasurer. This will be shared at the AGM in the following year. *This report should include all details of revenue and expenses and any discrepancies explained. *This information is necessary for the incoming conference planning team and for the CSCO Executive.

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Appendix I Conference Treasurer Budget Responsibilities

The conference is meant to be a break even venture. So with that in mind, budgeting should be done as soon as possible. Once you have chosen your keynote(s), the dates and the site of the conference, the preliminary budget should be underway. This is critical to the overall success of your conference.

Your budget will begin with all of your expected expenditures. Itemize all costs even if you are not sure. Some expenses will be per person costs but some will be fixed costs. For example the speaker fees will be a fixed cost. The accommodation cost will be per person cost.

a) ITEMIZE COSTS

List and estimate your expected costs. Here are some to consider:

Fixed

- Speaker(s) fees, accommodations, meals, travel, technology
- Workshop presenter fees, accommodations, materials, technology
- Office supplies
- Team Dinner (this is your celebratory dinner after the conference has wrapped up)
- Vendors
- Atmosphere (banners, prayer table, displays, banquet tables, signage ...)
- Gifts/Honorarium for speakers etc.
- Team shirts/sweatshirt/jacket/vest
- Social evenings (beer and wine are to be “at cost”, supplies for activities ...)
- Team travel expenses

Per person

- Swag bags
- Host Site (accommodation, meals, snacks, refreshments)
- Banquet (possible increased meal cost, providing wine)

Other

Add any other costs you can imagine.

b) ESTIMATE NUMBER OF ATTENDEES

Begin with an estimate of the number of attendees. From a financial point of view, it is always better to under-estimate than over-estimate.

c) CALCULATE THE REGISTRATION FEES

Begin by calculating the total fixed costs. Divide this by the number of attendees. The result is the per person fixed cost (**pp.fixed.cost**).

Now calculate the per person costs for each registration option you are offering (**pp.option1.cost, pp.option2.cost, pp.option3.cost ...**).

Calculate **option1.fees = pp.fixed.cost + pp.option1.cost**

Calculate **option2.fees = pp.fixed.cost + pp.option2.cost**

Calculate **option3.fees = pp.fixed.cost + pp.option3.cost**

...

Using this cost estimate for each registration option, you now can set your registration fees for each option. The guideline is that the total cost of registration for the complete

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conference including accommodation should not exceed \$500. Since the conference is meant to break even, your registration fees should be close to your costs.

d) SUBMIT PRELIMINARY BUDGET TO THE CSCO TREASURER

Once you have sent the preliminary budget to the CSCO treasurer, arrange a time for a team member to meet (probably via phone) with the CSCO treasurer and discuss the budget.

e) NOTIFY CSCO TREASURER OF ANY CHANGES TO THE BUDGET

As this is a preliminary budget, there will be changes as your planning progresses. Ensure that you notify the CSCO treasurer each time there are changes.

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Appendix II: Book Vendors

The possible vendors are not limited by the following. Feel to contact Catholic supply stores in the area of the conference and support local entrepreneurs.

Vendor	Address	Website/Email
Novalis	10 Lower Spadina Avenue Suite 400 Toronto, ON M5V 2Z2 Toll free: 1-800-387-7164 ph: 416-363-3303 (bookstores) fax: 1-855-393-1555	www.novalis.ca email: books@novalis.ca OR resources@novalis.ca
Broughton’s Church Supplies, Religious Books and Gift	322 Consumers Road North York, ON M2J 1P8 Toll free: 1-800-268-4449 Toronto Area: 416-690-4777 Fax: 416-690-5357	www.bbroughton.com
Joseph’s Inspirational Inc.	39/40-2721 Markham Road Toronto, ON M1X 1L5 Toll free: 1-877-756-7374 ph: 416-291-1772 Fax: 416-291-1378	www.josephsinspirational.ca email: info@josephsinspirational.ca
DiCarlo Religious Supply Centre Inc.	14 Racine Road Toronto, ON M9W 2Z3 Toll free: 1-800-208-9452 ph: 416-744-7404 1070 Main St. W. Hamilton, ON L8S 1B4 ph: 905-549-2227	www.dicarlo-rsc.com email: info@dicarlo-rsc.com
Blais Church and Religious Supplies Inc.	1247 Hwy 8, Unit E Stoney Creek, ON L8E 5G8 Toll free: 1-800-440-5658 ph: 905-335-5599 fax: 905-335-9936	www.catholicshop.ca email: info@catholicshop.ca

NOTES:

Vendor	Address	Website/Email
Canadian Catholic Organization for Development and Peace	Various locations throughout Ontario —go to the website to find the local contact in the area of the conference.	www.devp.org
Ten Thousand Villages	various locations—depends on the location of the conference	www.tenthousandvillages.ca
Branches Catholic Books & Gifts	43 Maywood Ave Saint Catharines, ON L2R 1C5 Phone: (905) 685-7000 Fax: 1-866-818-8162	http://go2branches.com/ email: info@go2branches.com

Other vendors that have been used at WFMP Conferences that could be considered.

- | | |
|--|---|
| Bacon & Hughes Ltd. | Oxford University Press |
| Bethlehem Olivewood Blessed Arts | Pauline Books & Media |
| BookSwap | Pearson Canada |
| BRAVE (Bully Resistance Anii-Violence Education) | Premier School Specialty |
| CASA Relief | Roseneath Theatre |
| Catholic Missions in Canada | Rubicon Publishing |
| Chalice | Rush Embroidery Ltd. |
| Dominican University | Salt & Light Catholic Television |
| EWTN | Sarah and Chaim Neubeger Holocaust Education Centre |
| Faith Student Planners by Maracle Press | Scholastic Canada Ltd. |
| FAST - Fighting Anti-semitism Together | Serkin Promotions |
| Hamro Village | Technology Enabled Learning Ontario, Min Ed. |
| King's University College UWO | Tools for Life |
| L'Arche | TVO Independent Learning Centre |
| Living Arts Centre | University of St. Michael's College |
| Louise Kool & Galt Ltd. | World's Finest Chocolate |
| Nelson Education Limited | WE (formerly Free the Children) |
| Office of Catholic Youth | |
| Ontario Pioneer Camp (Intervarsity) | |

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Appendix III SPECIAL OCCASION PERMITS 101 and Smart Serve info

Special Occasion Permit

"Special Occasion Permits are for the sale and service of beverage alcohol at special occasions such as weddings, charity fundraisers, receptions etc. Special Occasion Permits are issued through Liquor Control Board of Ontario ("LCBO") SOP service stores throughout the province on behalf of the Alcohol and Gaming Commission of Ontario ("AGCO")."

In terms of the law, of most importance is the fact that we hold our conferences in places that can be rented by the public, meaning that our locations are not considered "private places" in terms of the Liquor License Act, and therefore whether we are selling Liquor or just serving it at no cost we need Special Occasion Permit(s).

Anywhere alcohol is going to be served there needs to be a license. While the province doesn't require Smart Serve for an SOP, the hall/conference center you are using or the municipality you are in might.

An SOP is required if you are planning to sell or serve alcohol at special occasions, such as weddings, charity fundraisers and receptions. An SOP is needed any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a private office or a residence).

There are three types of special occasions for which a permit may be issued:

- Private Event: For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.
- Public Events: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.
- Industry Promotional Events: For events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

The Registrar of Alcohol and Gaming may impose one or more AGCO-Board approved conditions on a Special Occasion Permit to mitigate identified risks to public safety or the public interest. See conditions here: http://www.agco.on.ca/pdfs/en/RBP_conditions_SOP.pdf

A monetary penalty may be assessed against a permit holder by the Registrar of Alcohol and Gaming for breaches of the *Liquor Licence Act* and Regulations

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Private Places

A "private place" is defined as an indoor place to which the public is not ordinarily invited or permitted and is not available for rent to the public for occasional use. A company's private boardroom is an example of a "private place".

- (Cannot bring in your own alcohol in the licensed area)

Classes of SOPs

There are two classes of Special Occasion Permits available:

1. **Sale:** A Sale SOP is issued when money is collected for the sale of alcohol either directly or indirectly. This could be through, for example, an admission charge to the event, when tickets for alcohol are sold to people attending the event, or when there is any pre-collection of money for the alcohol. The application fee for a Sale Permit is \$75.00, for up to three consecutive days.
2. **No Sale:** A No Sale SOP is issued when alcohol is served without charge or when there is no money collected for alcohol – either directly or indirectly – from guests.

The application fee for a No Sale Permit is \$25.00 per day.

AGCO website: http://www.agco.on.ca/en/services/permit_special_LSL.aspx

Application: http://www.agco.on.ca/forms/en/1575_a.pdf

Responsible Service Tip Sheet: http://www.agco.on.ca/pdfs/en/tip_sheets/3202.pdf

Private Event Guidelines: http://www.agco.on.ca/pdfs/en/9024_sop_private.pdf

Smartserve Guide to Special Occasion Permits: <https://www.smartserve.ca/private-event-permits>

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Appendix IV: Music and Copyright

The following are some of the major publishers of liturgical music. Planning committees are encouraged to verify with the publishing house what the current requirements are before proceeding to print.

Copyright Company	Who they cover	Website
LicenSing Online	<p>Oregon Catholic Press (OCP) now covers NALR and New Dawn Music. Copyright and Permission can now be obtained through LicenSing Online.</p> <p>Resources include GLORY AND PRAISE hymnals and artists like Bob Hurd, Dan Schutte, and Michael Joncas.</p> <p>Various options are available.</p>	<p>www.licensingonline.org</p> <p>see also: www.ocp.org</p>
OneLicense.net	<p>Covers GIA songs and artists. Podcasting licenses are now available as well.</p> <p>GIA is commonly known for their GATHER hymnals and artists like David Haas, Marty Haugen, and Tony Alonso, as well as Taize hymns.</p>	www.onelicense.net
CCLI – Christian Copyright Licensing International	<p>CCLI - Christian Copyright Licensing International 7 Day Event license</p> <p>Covers over 3,000 publishers/song owners and over 300,000 songs Includes contemporary musicians such as Matt Maher, Chris Tomlin, Jesse Reeves, and Paul Baloche</p>	ca.ccli.com

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