The Annual Conference of the D.A.D. Federation of Greek Orthodox Church Musicians is held for the express purpose of bringing together the church musicians of the Direct Archdiocesan District in order to:

- Promote the study of and appreciation for the sacred music of our Greek Orthodox Church,
- Provide educational music workshops to help create a higher standard of singing and choral music, and to
- Encourage Christian fellowship and communication among its members.

The Annual Federation Conference shall not be held as a fundraising event for either the Federation or a Host Parish.

**Conference Date:** The Federation and host parish shall meet to determine an appropriate date in November, to be held either the first, second or third weekend of that month, as per the Federation Constitution and By-Laws.

**Conference Theme:** The Federation Board will create a theme or slogan to be incorporated into promoting the Conference. It will be used on any communications when advertising the upcoming Conference.

**Conference Program / Schedule:** The Federation shall be responsible for the scheduling of all Conference workshops and activities.

The Schedule will be provided to the Host Parish in advance of the Conference. It will assist in the planning of meal functions, rooms for workshops, rehearsals, etc. Guidelines for room layout, size of group and any equipment needed will also be provided to the Host Parish.

**The Registration Form:** The Form will contain the following required information: Voice Part, Choir or Byzantine chant choir participant, Federation Delegate, Conference Hotel Reservation, Special Considerations (accessibility, vegetarian), Emergency Contact information, the method of arrival (flying or driving to the Conference), and whether or not they need ground transportation during the Conference. A parental consent and medical release form will be included for Youth Choir participants.

**Registration/Fee:** The Federation Board shall determine the Conference Registration Fee. The Registration Fee may range from $45-$55 per adult, and between $25-$30 for youth choir members.
**Conference Registration / Sign-In:** The Federation Treasurer shall be responsible for the Registration/Sign-in of all Conference attendees. Each Conference attendee shall receive:

- Conference Bag
- Conference Folder containing the Conference Schedule and additional Handouts
- Name Badge – Each attendee must wear their name badge during the Friday and Saturday activities, with the exception of the Saturday Evening Banquet/Dinner Dance and Sunday Divine Liturgy.
- The Archbishop and Spiritual Advisor shall each receive a Conference Bag and Folder.

The Host Parish shall provide three (3) tables in the entrance to the location that has been set aside by the host parish for this purpose.

**Finances:** The Federation Treasurer shall manage the Conference Expenses and Income. The Federation shall be responsible for the collection of all monies from Conference Registration and the Saturday Evening Banquet/Dinner Dance.

- The Federation shall be responsible for the purchasing of all Conference materials: Conference Folders and Bags, Name Badges, the printing of the Conference Schedule, Workshop Materials and handouts and Supplemental Music.
- The Federation will be responsible for the postage for the mailing of any Conference materials, and for the cost of the catering and the entertainment (DJ or band) for the Saturday Evening Event.

**Conference Committee:** The Conference Committee shall consist of the Federation Board and their Spiritual Advisor, the Host Parish’s Clergy, Choir Director, and their Conference Coordinator.

**Advertising / Conference Notifications:** The Federation Webmaster shall place all information on the District Website and other Federation Websites to advertise the Conference.

- A “Save the Date” Conference Flyer will be forwarded by Email in January first to our Federation Choir Directors and then to the Federation’s Listserv.
- **Federation Focus** - Issues of the Federation newsletter will contain Conference details.
- **Registration Packets** will be forwarded by Email to our Listserv in early June. The packets will include a Registration Form, Conference Schedule of Activities and Events, Hotel Reservation Information, Driving Directions to the Host Parish and to/from the hotel to the church. Choir members will be reminded to bring their choir robes and to wear them on Conference Sunday.

**Host Parish Involvement:** The individual parish shall act as a site host for the Federation Conference and provide a location and manpower, as well as meals for the Federation members, as listed under **Complimentary Expenses.**
• The Conference is a District-wide event, and while it is our wish to be as inclusive as possible, ultimately decisions are made under the auspices of and by the empowered Federation leadership.
• The Host Parish is encouraged to utilize its Parish Council, Philoptochos, and other organizations to recruit volunteers to assist with meals, advertising, transportation, etc.
• The Federation does not expect the Host Parish’s church musicians to be responsible for hosting responsibilities so that they may be available to sing and participate in the Conference activities.
• Parishioners of the Host Parish are welcome to participate in Conference activities and to attend the Saturday evening Banquet/Dinner Dance.

**Saturday Evening Banquet/Dinner Dance:** This is a more formal event that may be held in the Host Parish’s church hall or at a local restaurant or catering facility.

- The Federation shall be responsible for the cost of the catering and entertainment expenses.
- The Federation Board shall determine the location and shall select the evening’s entertainment (DJ or band).
- There shall be a separate fee for this event.
- The admission price per person shall be determined after taking into consideration the cost of the entertainment and the catering expenses.

Individual numbered tickets for this event shall be provided to the Host Parish and may be sold to members of their community. The Host Parish’ Conference Coordinator shall be responsible to keep a record of those tickets sold and the monies collected for the Federation Treasurer.

**Event Program:**
- The Host Parish may appoint a Master of Ceremonies.
- The Federation will determine the order of speakers.
- The Federation President will address the attendees and may make a presentation
- The Archbishop may address the attendees

**Reserved tables shall be provided for the following:**
1. The Archbishop
2. Federation Executive Board and spouses (could be up to 20 people)
3. Spiritual Advisor
4. Parish Priest(s) and Presvytera(s)
5. Conference Coordinator and spouse
6. Guest Conductor and spouse
7. Guest Organist and spouse

The Federation President will provide specific names and table assignments closer to the conference. **Note:** If this event is held at the Host Parish, they shall provide a podium and microphone.
Conference Participation:

- All Conference participants (including the choir of the host parish) must register and be fully paid registrants for the Conference.
- Anyone who plans to sing in the Conference Choir during the weekend must also be a fully registered participant.
- There will be no reduced fees extended to anyone in the local area as per a decision of the Federation Council.
- As per a decision by the National Forum of Greek Orthodox Church Musicians, a President from another Federation may attend the Conference and be provided with a complimentary registration.

Conference Leadership: It is important that the Host Parish appoint one of its parishioners to be their Coordinator for the Conference. That person will manage the Host Parish’s responsibilities and will work with the Federation’s Executive Board to ensure that the Conference Guidelines are maintained.

It is suggested that members of the Host Parish fill the following positions:

- Friday Night Dinner Meeting
- Saturday Breakfast/Lunch Chairman (can be combined with Friday)
- Sunday Farewell Reception Chairman
- Hospitality Chairman
- Weekend Photographer (a parish volunteer)

These are key leadership positions, which will be vital to the planning and implementation of this Conference. The Conference Coordinator shall be responsible to oversee those individuals.

Communication: It is vital to keep an open line of communication between the Host Parish’s Conference Committee and the Federation. The Host Parish shall communicate updates directly with the Federation President by phone and/or Email so that the Federation Board may be kept apprised of the Host Parish’s progress, thereby enabling the Federation Board the opportunity to assist with responsibilities.

Selection of a Conference Hotel: The Host Parish shall select a hotel in close proximity to the church that will accommodate all participants. On average, approximately 20 double rooms will be required per night for Friday and Saturday evenings. The Host parish may contact the Federation President regarding the number of rooms needed.

- The hotel location should be suitable for both adults and children.
- 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.
- All hotel contracts must be submitted to the Federation President for review and approval.
- Following contract review and approval, the Federation president will sign the contract.
• If required, the Federation will fill out a credit application and provide the Federation’s Credit Card to guarantee the terms of the contract.
• The Host Parish will be responsible for covering expenses for the special guests, as outlined under Complimentary Expenses.

Complimentary Expenses

1. Meals – The Host Parish shall provide all meals with the exception of the Saturday Evening Banquet/Dinner Dance. The following meals will be listed as part of the registration package.
   • Dinner Meeting (Friday)
   • Continental Breakfast (Saturday)
   • Lunch (Saturday)
   • Reception (Sunday following the Divine Liturgy)

It is suggested that the Host Parish identify volunteers to prepare those meals instead of hiring a caterer who generally surcharges things substantially.

Please be sure to consult with the Ecclesiastical calendar and to observe all fasting guidelines during the days of the scheduled Conference.

Guideline for Breakfast, Lunch and Dinner Meals:

• All meals should be light fare, nothing heavy, as the attendees will be rehearsing music throughout the Conference weekend.
• Again, fasting guidelines should be adhered to, based on the date of the Conference.
• On Saturday morning provide a continental-style breakfast. The menu should consist of assorted baked breakfast pastries, bagels and jams and jellies or cream cheese, fruit, yogurt, coffee, juice, etc. Please note that no breakfast items should be served on Sunday morning.
• Dinner on Friday and Lunch on Saturday should be simple but nutritious meals. Some suggestions include a pasta bar, salad bar, pizza, chicken/shrimp Caesar salad, soups, sandwiches, wraps, Mexican buffet, etc. Please include a vegetarian meal option for attendees.

2. Hotel - The Host Parish shall be responsible for providing complimentary hotel accommodations for the Archbishop and for the Spiritual Advisor, beginning on the first day (Friday) of the Conference and concluding on Sunday, for a total of two room nights each.
   All room charges for the Archbishop are to be covered by the Host Parish. Only the room charge and taxes are to be covered by the Host Parish for the Spiritual Advisor. Should either wish to arrive early or to extend their stay, those charges would be the sole responsibility of these individuals.
The Host Parish's Conference Coordinator shall make the hotel reservations for the Archbishop and Spiritual Advisor and will provide them with the appropriate hotel confirmation number.

3. Transportation - The Host Parish may need to provide ground transportation for some Conference participants to and from the church and hotel. It will not be necessary to provide transportation from the airport to the hotel.

Choir Placement / Liturgical Details

The Federation President, Spiritual Advisor, Music Committee, and Guest Conductors shall work with the District to finalize details for the Divine Liturgy.

The Federation, in consultation with the Clergy and Choir Director of the Host Parish, shall determine the most appropriate location for the adult and youth choirs to be positioned in the church.

The placement of the adult and youth choirs should be done in consultation with the guest conductors, Federation President, Parish Priest, and Conference Coordinator. 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.

If possible, the organ should be placed directly in front of the conductor. The conductor may need to be on an elevated platform (3’ – 4’ high), with steps, so he/she may be visible to all the choir members.

It is customary to include a Memorial Service to remember those church musicians who have passed away. The Federation shall provide a list of the names of the deceased church musicians to be commemorated during the Memorial Service to the parish priest. Koliva should be provided by the Host Parish.

It is customary to include an Artoclasia for the health and well-being of the church musicians of the Direct Archdiocesan District. Artos should be provided by the Host Parish.

Church Size: The church should be able to accommodate about 75-100 singers along with its parishioners.

Rehearsal Space: Conference Choir Rehearsals must be held in the church, or in the same room in which the Divine Liturgy will be held. The Host Parish should provide a wireless microphone for the Guest Conductor to use during rehearsals.
**Chant Group:** In cooperation with the Clergy and Chanter of the Host Parish, a Byzantine Chant Choir may be 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.
- Rehearsal space will need to be allocated during the designated times for this group.
- A keyboard instrument will not be needed. Depending on extra rehearsal times, special transportation may be needed for this group.
- In addition, the Chant Group participants may 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 District, 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 shall make all musical decisions for the Sunday Service.

**Sunday Awards & Recognition:**

- At the conclusion of the Divine Liturgy there shall be an Awards Program to acknowledge the Federation Choir Member of the Year, the recipient(s) of the National Forum Patriarch Athenagoras I Medallion, and to present Federation Choir and Chant Service Certificates.
- The Host Parish shall provide a microphone and a small table upon which the awards may be placed.
- The Federation President shall lead the program with the assistance of the Federation Board Members.
- His Eminence shall present the awards on behalf of the Federation.

**Farewell Reception:** A reception shall be provided to all Conference attendees and the entire Host Parish. When planning this event, it is important to take into consideration that some people may be on a time crunch needing to get on the road or to the airport, etc. Please include a vegetarian meal option for Conference registrants. The Host Parish shall provide a podium and microphone as well as tables to accommodate the following individuals:

1. Archbishop  
2. Federation Executive Board and spouses (could be up to 16 people)  
3. Spiritual Advisor  
4. Parish Priest and Presvytera  
5. Conference Coordinator and spouse  
6. Guest Conductor and spouse  
7. Youth Choir Director and spouse  
8. Guest Organist and spouse  
9. Chant Director and spouse
The Federation President shall provide specific names and table assignments closer to the Conference.

The Host Parish may appoint a Master of Ceremonies to get the program underway; however, the Federation President shall lead the majority of the program.

Guest conductors may be given the opportunity to offer brief remarks.

**Recording:** Should the Federation wish to record the Conference Sunday service, 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 may 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 3 complimentary copies of the final recording.