



Diocesan Event Policy

The staff at Diocesan House wishes to convey important details related to event registration and attendance. Now that we have changed event platforms, it seems the right time to clarify a standard process for all who attend diocesan events. Many of these changes have been in place for some time, but we hope having a policy will make it easier for all concerned, and help us to be good stewards of diocesan resources as we plan and execute events.

Online Registration

There are many logistics that go on behind the scenes as we prepare for an event. Securing space and providing a meal are the two monetized commitments we make in advance. With this in mind we are instituting the following:

- 1 week prior to the diocesan event, registration cost will increase at midnight
- Late registration for convention is \$10 additional, and for smaller events \$5
- For Saturday events registration will close on Tuesday at midnight. Most caterers we rely on require final meal count on Wednesday.

Registration After Event Is Closed *other than Diocesan Convention or Parish Leadership Day*

- Persons who still wish to attend may call our event manager at Diocesan House
- If site capacity has not been reached, we'll invite you bring a lunch and pay \$10 at the door.
- If the event is at capacity, we regret that we will have no option to offer.

Refund Policy

- Cancellation before registration closes is easy. We will return the fee to your credit card.
- If you cancel after registration closes, we cannot change our commitment to our vendors.