



Beauty In Christ

Archdiocese of Dubuque Women's Conference

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Womens' Conference Hosting Packet

Committee Contact Information

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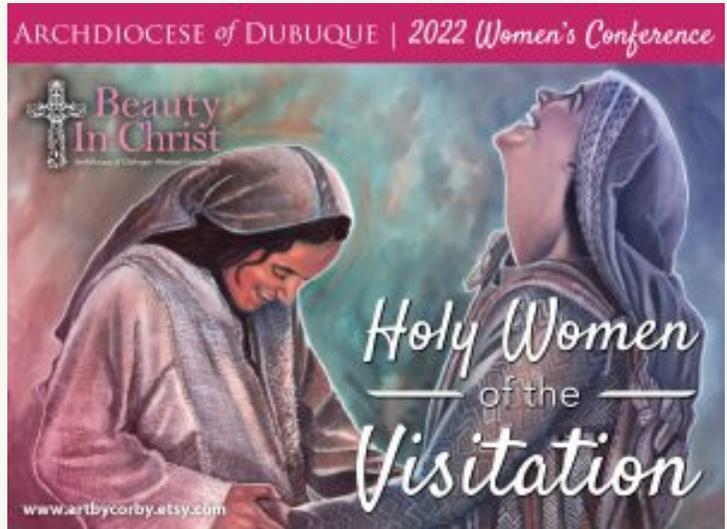
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Thank You

for hosting a virtual Beauty
In Christ Conference!

Thank you for choosing to host and coordinate this Beauty in Christ event in your parish or home setting. This packet of information will help to make your virtual conference group event a BEAUTIFUL success!

Here you'll find information and ideas for you to use in creating a successfully hosted event.

While this is your event, ultimately, it will be up to you to create a perfectly beautiful environment! Please know that the Conference Committee is praying for the success of your event!

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Getting Started

- First, register your group at archwomensconference.org.
There are many different ways to fund this event and our conference team members are happy to help you explore the possibilities. Once you register your group you will be contacted by a conference team member to assist you with any questions you may have regarding your hosted event.
- Second, find a HOST! This may be a staff person, parish life committee member, or women's group member in your parish/cluster who knows how to get things done to coordinate the event.
- Then, choose and book your SPACE!
- Next, invite your pastor and staff to attend the conference.
- Finally (and most importantly), work with a tech person. You'll want high-quality audio/video equipment (and someone to run it!), so the conference is easily viewable with little to no buffering or connectivity issues. Have a question about YOUR equipment? Contact Jeremy Jones at j.jones@dbqarch.org for assistance.

Communicate

- Invite! Personally invite women through the bulletin/phone calls/emails/bible studies/women's groups/etc. Connect is KEY to getting the word out!
- Promote the conference with fliers in the church bulletin, parish/cluster social media sites, and promote on visible bulletin boards throughout the parish. If you have a school, utilize their communication channels to get the word out!
- Have a parishioner, who has attended the Women's Conference, give a short witness at Mass to the power of the conference!
- Connect with the parish Faith Formation or Parish life committees and ask them to assist with communicating and hosting the conference!

The Space

- First, depending on the size of your group, make sure your space is large enough to accommodate all participants comfortably.
- Then, choose your set-up. Room arrangement is essential for viewing the virtual conference. Make sure seating allows for maximum visibility by all attendees.
- Next, consider your decor for your FABULOUS Women's Conference. Here are some ideas to get you started:
- Choose the Beauty In Christ signature colors: pinks, purples, blues, and oranges. Use these colors when choosing table decor that is simple and tasteful (see below example).
- Fresh or faux flowers lend themselves to the beauty of nature and the essence of women, beautiful and imperfect!
- Candy or chocolate on tables! Enough said. :)
- Light! We are the Light of Christ! Make sure your lighting allows for a calm, peaceful atmosphere.



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The Food

- First, decide on what you will be serving (breakfast, snacks, lunch—or brunch and snacks)
- Next, is there someone in the parish who would be willing to donate, make or purchase the food -- ASK!
- Then, find a couple of parishioners (perhaps men) who would be ready to cook/serve/clean up.
- Make sure to offer options that include those who have food allergies or preferences.
- Beverages -- Make it fun! Sparkling water, a variety of sodas, lemonade, wine (ask your pastor!), whatever you decide will be perfect!

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The Schedule

- 8:30 AM Webpage opens!
- 9:00 AM Opening & Welcome
- Talk followed by Q&A
- Break
- Choose 1 of Two (2) Talks followed by Q&A
- Break
- Talk followed by Q&A
- 12:30 PM Closing remarks and prayer



Emily Jaminet – speaker



Liz Kelly – speaker



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Other Ideas

- Door prizes are always a great idea! Consider how many to have and who might donate them.
- Consider inviting local vendors or ministries to your event, specifically those who would have goods or textiles to sell or share!
- Consider an emcee at your event! This person will:
 - Break women into conversations and bring them back to the large group, and
 - Make announcements about food, restrooms, door prizes, and vendors.
- Consider a prayer space, celebrating Mass, or offering adoration time before, during, or following your event. Consider inviting the men of your parish to pray for the success of your event!
- Celebrate the sacrament of reconciliation or pray the rosary during the event.
- Again, consider working with your faith formation leaders to have a sign-up for women's small groups following the conference (consider opportunities to explore the Visitation further: Gifts of the Visitation: <https://dbqarch.org/gifts-of-the-visitation-archdiocesan-retreat-for-women> (free, online, video witnesses), *Love like a Saint* by Liz Kelly, *The Friendship Project* or *Diving Mercy for Moms* by Emily Jaminet and Michele Faehnle).
- Finally, HAVE FUN! This past year has been difficult for all of us. Let's use this opportunity to gather in the community, share each other's gifts, and deepen the bonds of holy friendship!

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