



reviving our
hearts



*2024 Archdiocesan Women's
Conference Hosting Packet*

Contact Information

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Thank You

for hosting an event for the
2024 Archdiocese of Dubuque Virtual
Women's Conference **Beauty In Christ!**

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!

In this packet, you'll find information and ideas to use in creating a successfully hosted event.

Since 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!



Getting Started

- First, **REGISTER** your group at archwomensconference.org. There are many different ways to fund this event and we are happy to help you explore the possibilities. Please let us know how we can assist you or answer 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 without 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 from your parish/cluster through the parish bulletin/phone calls/emails/bible studies/women's groups/etc. Connection is **KEY** to getting the word out!
- **PROMOTE** the conference with fliers in the church bulletin, parish/cluster social media sites, and on visible bulletin boards throughout the parish. If you have a school, utilize their communication channels to get the word out!
- Invite a parishioner, who has attended the Women's Conference to give a short **WITNESS** at Mass to the power of the conference!
- **CONNECT** with the parish Faith Formation Leaders or Parish Life Committee, 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, blues, aquas, and corals. Use these colors when choosing table decor that is simple and tasteful (see examples below).
- 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.



The Food

- First, decide what you will be serving (breakfast, brunch, lunch, snacks, etc.)
- Next, find someone in the parish who would be willing to donate, make or purchase the food -- ASK! Give someone the opportunity to serve!
- Then, find a couple of parishioners (perhaps men) who would assist with cooking, serving, and clean-up.
- Be 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!



The Schedule

- 8:30 AM - Webpage opens!
- 9:00 AM - Opening & Welcome
 - Talk by Mari Pablo
 - Break/Small Group Discussion
 - Talk by Mary Pedersen
 - Break/Small Group Discussion
 - Talk by Mari Pablo
 - Break/Small Group Discussion
 - Talk by Mary Pedersen
 - Break/Small Group Discussion
 - Q&A with Mary Pedersen (Spanish translation available)
- 1:20 PM Closing remarks and prayer

Note: Mari's talks will have English and Spanish options available. Mary's talks will have English and English with Spanish subtitles options available.

The Speakers



Mari Pablo



Mary Pedersen



Other Ideas

- Door prizes are always a great idea! Consider how many door prizes to have, and who might donate them. Don't forget the "Swag" items that are available for purchase!
- 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:
 - Set the tone for your event.
 - Facilitate the breaks and small group time, making smooth transitions so that your event flows effortlessly.
 - Make announcements about food, restrooms, door prizes, and vendors.
- Invite your pastor to celebrate Mass before, during, or after the "live" virtual event. Offer adoration time before, during, or following your event. Consider inviting the men of your parish to pray for the success of your event!
- Invite your pastor to offer the Sacrament of Reconciliation.
- Pray the rosary during the event. (Provide rosaries for participants.)
- Consider working with faith formation leaders to offer a sign-up for women's small groups following the conference. Contact our offices for assistance.
- Finally, HAVE FUN! Let's use this opportunity to gather in the faith community, share each other's gifts, and deepen the bonds of holy friendship!



January 27, 2024