

Community and Institutional Milestone Celebrations



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Rationale

This manual on Community and Institutional milestone celebrations is one of the implementing guidelines of the Commission on History, Culture, and Heritage-Recoletos. Specifically, this is a handbook for the Division on Culture and Heritage to cover institutional and community anniversary celebrations. The same manual may also be used for anniversary celebrations of Saints and Blessed of the Order. Personal anniversary celebrations of religious related to vows, ordinations to priesthood, and brotherhood are not covered by this manual.

The manual is written to organize, standardize and professionalize preparations for events of historical importance and significance. Not everything pertinent to preparations may be covered by the manual or not everything in the manual may be applicable to every event celebration, thus organizers are to prudently seek how this manual may serve best in the preparatory stage of event management.

It is also recommended that the choice of leadership in event management be based on capacities and experience, technical skills and capabilities over and above sheer friendships and simple trust.

General Guideline on Community and Institutional Milestone Celebrations

The Commission proposes at least three criteria, from among others, as basis for the judgment of the nature and duration of the celebration: (a) Historical Importance or significance, (b) Impact to Society and Church, and (c) Relevance to New Evangelization.

The following are the general guidelines for anniversary celebrations:

25th Anniversary

One-Year Observance, with a monthly or quarterly thematic celebration and a One-day celebration on the feast day itself or as may be determined by the Executive Committee.

50th and 75th Anniversary

Three-Year Observance, with a semestral or quarterly thematic celebration. A three-day celebration culminating on the feast day itself or on a date specified by the Executive Committee.

Centennial Anniversaries

Three-Year Observance, with a semestral or quarterly thematic celebration. A Week-long celebration culminating on the feast day itself or on a date specified by the Executive committee.

Celebrations within these determined milestones, will be upon the discretion of the Prior Provincial and his Council, taking into consideration the impact, importance and significance of the anniversary celebration to the province, to the Order, and to the Philippine Church.

Process and Procedure on Anniversary Celebrations from Preparation to Evaluation

The process and procedure from preparation to the evaluation stage of the event are as follows:

- ◇ The Prior of the House and the Chairman of CoHCH-R meet initially to see the possibility of the anniversary celebration, (or)
- ◇ The community headed by the Prior, with or without the presence of the Chairman of CoHCH-R convokes a meeting to seek the approval of the Prior Provincial and his Council to propose a particular Anniversary Celebration. The letter of proposal is to include the following:
 - The Title of the Celebration,
 - The Theme of the Celebration,
 - Goals and Objectives,
 - The Dates and Duration of the Event,
 - List of Possible Activities,
 - The letter, addressed to Prior Provincial and Council, is to be signed by the Prior of the Community. Depending on the presence or absence of the Chairman of the CoHCH-R, the letter may or may not be co-signed by the latter.
- ◇ If the project finds enough justification, on the part of the Prior Provincial and his Council, the Prior Provincial communicates to the Prior of the House and the Chairman of the CoHCH-R the following:
 - The approval of the initially proposed anniversary celebration,
 - The creation of the Executive Committee (as mandated by the Manual),
 - The initiation of the preparations for the event,

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- ◇ The Prior of the House convenes a community meeting together with the Chairman of the CoHCH-R to create the Executive Committee and may suggest some names for the membership of the different committee,
- ◇ The Prior of the house, this time the Chairman of the Executive Committee, communicates to the Prior Provincial, requesting a patente for all heads and members of the different committees for the said anniversary celebration.
- ◇ The first meeting is to be convoked either by Chairman of the Executive Committee to signal formal beginning of the preparation for the anniversary celebration.
- ◇ Sequence of Meeting contents:
 - Finalization of the Theme, and Sub-themes, Goals and Objective,
 - Schedule of the Event,
 - Activities of the event,
 - Budget Preparation,
 - Creation of Timelines for Committees schedule of preparations, (based on the committees responsibilities relative to the different activities),
 - Creation of the Committees Checklist;
- ◇ Regularly scheduled follow-up meetings,
- ◇ At the end of the Activity:
 - Submission of all reports and evaluation of the preparation in order to improve the process and procedure of the preparation schedules,
 - Liquidation of all expenses,
 - Submission of all paraphernalia to the Executive Committee;
- ◇ A Thanksgiving Prayer or Mass and Meals,

Commandments to Event Management Success

Play the Role

Event management is governed by step-ladder hierarchy of authority. The over-all authority is the Prior Provincial acting as the Honorary President. However, in the implementation stage it is the Prior of the house or his delegate acting as the Chairman of the Executive Committee and takes full and immediate responsibility. He is aided by the Chairman of the CoHCH-R and the President or Director or Principal or Parish Priest of the celebrating institution. All heads of the committees and the secretariats are his collaborators. Each personality in this web of responsibility is to know his role and contribution to make the event a success. Each is to respect the hierarchy of responsibilities and to give his very best to make the event a resounding success.

Collaborate

Communication is heart of collaboration. No committee can stand on its own without the help from other committees. Thus communication and collaboration are to be vibrant values in this endeavor.

Meet Deadlines

Each committee is to make a timeline of responsibilities in relation to the program of activities set by the executive committee and agreed by all. Let it be a cardinal virtue to the heads and members of the committee to deliver within the set deadline they made for themselves.

Be Ready for Contingencies

When things do not happen as planned because of external and unavoidable circumstances, every member of the community must listen to the decision of the Chairman of the Executive Committee, and immediately deliver the necessary services. One voice, one heart.

Resolve Issues and Conflicts the soonest

Conflicts both personal and professional can be easily expected. These have to be resolved the soonest time possible. The following procedure may be applied:

- ◇ Conflict with in the committee: the Head of the Committee is to step in to resolve it.
- ◇ Conflict between or among Heads of Committee: The Chairman of the Executive Committee is to pacify the issue.
- ◇ Conflict with in the Executive Committee, the Chairman resolves it.
- ◇ Conflict against the Chairman of the Executive Committee the President or the Prior Provincial settles the conflict.

Avoid shady talks and unsavory criticism

Every head and committee member is to think positively of each other, trusting the skills, competencies and capabilities of all.

Celebrate together

At the end of every event managed, whatever is the outcome, the team is to celebrate. These may be done during the final evaluation and submission of all reports and paraphernalia. Celebrate the lessons learned, the delivery of a successful event management and, most specially, the friendship, camaraderie, and sharing of talents, service, and life.

The Executive Committee: Duties and Responsibilities

Honorary President	Prior Provincial
Chairman	Prior of the House or his Representative
Vice Chairmen	President of the Commission on History, Culture, and Heritage-Recoletos President/Director/Principal of the Academic Institution or Parish Priest
Members	Head of the Different Committee and Event Secretariat

The executive committee is responsible for the coordination of all committees so that the program of activities progress smoothly and successfully. The committee is headed by the Local Prior (of the Anniversary Celebrating Community or his appointed delegate community member.) The Executive Committee performs the following functions:

- ◇ Finalizes the theme of the Anniversary Celebration taking into consideration: Cause orientation, Pastoral Relevance, and Theological Significance,
- ◇ Validates the goals and objectives of the celebration,
- ◇ Drafts a program of Activities for the said celebration taking into account the number of days of the festivities.
- ◇ Identifies the sub-themes leading to the fulfillment of the main theme of the anniversary celebration (if necessary and if a prolonged celebration e.g. three-year celebration)
- ◇ Presents to the Honorary President the Program of Activities for the Anniversary Celebration,

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- ◇ Forwards to the different committees and Event Secretariat details of the celebration,
- ◇ Assigns Heads and Members to the different committees,
- ◇ Delegates to the committees particular responsibilities relative to the celebration,
- ◇ Identifies and determines the Master of Ceremonies,
- ◇ Conducts follow-up meetings to determine the progress of the preparation,
- ◇ Reports to the Honorary President of the Executive Committee developments and updates of the preparation.
- ◇ Conducts a post evaluation activity and makes a final report to the Prior Provincial and Council.

Committees and Secretariat: General and Specific Duties and Responsibilities

General Responsibilities of the Heads of the Different Committees

All committee heads have the following general responsibilities:

- ◇ Secure a copy of the programme of activities for the whole event from the Event Secretariat as guide for the committees involvement,
- ◇ Have copies of the media kit, participants kit, and other promotional materials and literature as basis for committees actions,
- ◇ Create a committee budgetary outlay for the dispensation of the agreed responsibilities and assignments for the success of the event,
- ◇ Coordinate with other committees where it is necessary, share notes, share responsibilities,
- ◇ Attend all meetings called by the Executive Committee and make progress report regarding the preparations conducted by the committee,
- ◇ Coordinate with the Even Secretariat where it is necessary,
- ◇ Create a checklist of things to do and things to prepare (cf. appendix)
- ◇ Create a timeline for the progress of the committee preparatory activities.

Specific Responsibilities and Role of Committees

Liturgical Committee

Liturgy

- ◇ Makes the appropriate budget for the financial cost of the liturgical requirements of the event,

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- ◇ Determines the appropriate liturgical celebration(s),
- ◇ Prepares the liturgical guides (lauds, vespers, day time prayer, Eucharist guide book, novena prayer booklets),
- ◇ Prepares the liturgical vestments and paraphernalia for the liturgical activities of the event,
- ◇ Prepares the venues for the liturgical celebration,
- ◇ Determines the appropriate seating arrangements following proper ecclesiastical hierarchy succession,
- ◇ Appoints readers and commentators, gift offerers and servers for the liturgical celebration, altar servers, ushers and usherettes, and lay Eucharistic ministers,
- ◇ If there are confessions, identifies areas for confessions and provide the necessary vestments,
- ◇ Where possible provide electric fans for confessors and penitent,
- ◇ Prepares a checklist of activities involvement and the needed equipments and paraphernalia (cf. appendix for sample checklist),
- ◇ Formulates prayer if necessary e.g. prayers of the faithful.

Choir

- ◇ Coordinates with the liturgical committee so as to prepare appropriate songs for the liturgy,
- ◇ Conduct regular practices so as to master all liturgical song,
- ◇ Secures permission from copyrighted songs,
- ◇ Prepares a PowerPoint guide for the lyrics of all songs so as to promote active participation of the liturgical attendees,
- ◇ Presents to the liturgical committee musical scores and lyrics of songs to be used for the liturgy so these may be included in the liturgical guides,
- ◇ Determines the uniform of the choir and seating arrangements and place during liturgical celebrations,
- ◇ Prepares all the necessary instrumentations and instrumentalists,
- ◇ Coordinates with the technical committee for technical support for voice and instrument enhancement,
- ◇ Determines the call time of every engagements.

Program Committee

- ◇ Creates budgetary outlay for the committee,
- ◇ Designs and manages the smooth flow of program of activities as planned,
- ◇ Invites stage and floor director,
- ◇ Invites hosts and co-hosts for the day,
- ◇ Gives proper orientation to participants to the programmed activities,
- ◇ Organize rehearsals,
- ◇ Assigns persons who can do the recap on a daily basis,
- ◇ Invites interpreters if the program of activities demand Multi language translations,
- ◇ Guides the direction of the Program,
- ◇ Directs the Master of Ceremonies relative to the beginning and End of the Program,
- ◇ Decides on minor changes to the approved program,
- ◇ Monitors the progressive development and success of program,
- ◇ Acts as stage manager during the program,
- ◇ Coordinate with the Secretariat regarding Awards and Recognition items (trophies, plaques, medals, and certificates etc.).

Accommodation Committee

- ◇ Coordinates with the Invitation and Registration Committee to determine the number of delegates needing accommodation,
- ◇ Determines places of the accommodation of participants,
- ◇ Prepares budget outlay for accommodation expenses and coordinates with the finance committee,
- ◇ Gives specific instructions to participants related to the going out and going into places of program activities,
- ◇ Gives specific instructions and schedules regarding flying in an out of the city where the activity is held,
- ◇ Takes special responsibilities to speakers and VIP's of the events,
- ◇ Creates linkages with travel agencies for possible discounts and special tour packages,

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- ◇ Coordinates with Transportation and Mobility Committee for availability of transportation to ferry delegates from hotel to venues of activities and vice versa,
- ◇ Organizes host families as alternative accommodation facilitation.

Finance Committee

Ways and Means

- ◇ Studies the budget allocations of the Executive Committee and the Secretariat,
- ◇ Designs fundraising activities to achieve the maximum financial outlay of the activity (e.g. Breakfast for a cause, Lunch for a Cause, fun run, Zumba for a cause, Ball room dancing for a cause, Pledging sessions, Exhibition games, Battle of Champion, Concert for a Cause, Birthday dinner for a cause),
- ◇ Designs, prints and disseminates solicitation letters with corresponding control numbers and a list of corresponding collectors/solicitors,
- ◇ Designs individual and corporate sponsorship scheme, e.g.
 - Patron 1 Million and above
 - Partner 500,000 and above
 - Principal Sponsor 250,000 and above
 - Sponsor 100,000 and above
 - Donor 50,000 and above
- ◇ Seeks for sponsorships and advertisers.

Disbursement, Accounting, and Audit

- ◇ Creates a special account (dollar and peso) for the said activity to facilitate accountability and auditing,
- ◇ Designs a system of accounting and disbursement (official receipt, acknowledgement receipts, receipts, petty cash voucher, cash voucher, check voucher),
- ◇ Keeps a book keeping work
- ◇ Keeps track of liquidation of disbursements, actual expenses and receivables
- ◇ Follows up pledges
- ◇ Assigns auditors (internal and external)

Technical Committee

Lights and Sounds

- ◇ Assigns event sound technician and assistant,
- ◇ Assigns event light technician and assistant,
- ◇ Coordinates with the program committee relative to the light and requirements of the event,
- ◇ Coordinates with the Program Committee for the details and light and sound requirements for the event,
- ◇ Determines the appropriate light and sounds facilities for the event.
- ◇ Manages the technical support aspect of the event,
- ◇ Prepares standby generator(s) in case of emergency,
- ◇ Collaborates with the finance department with regards to the financial cost rentals and other purchases.

Video Coverage

- ◇ Designates technical support for the video coverage for the event,
- ◇ Assigns photographers,
- ◇ Determines strategic location for videographers, photographers, crane, scaffolding, platforms and the station of the technical committee.

Physical and Decoration Committee

- ◇ Coordinates with the finance committee related to expenses in the discharge of the duties and responsibilities,
- ◇ Takes charge of the venues and stage decorations,
- ◇ Manages seating arrangements,
- ◇ Monitors cleanliness and up keep of program venues and provides garbage bins at strategic locations,
- ◇ Maintains cleanliness of restrooms and portalets,
- ◇ Does the electrical, carpentry, janitorial works,
- ◇ Prepares the venue for practices and general rehearsals.

Media and Press Relations Committee

- ◇ Creates a budgetary outlay for the delivery of responsibilities of the committee,

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- ◇ Designates a media liaison officer,
- ◇ Designs media kit, participant and delegate kit (cf. appendix...) to be forwarded to the Secretariat for editing, approval and printing,
- ◇ Designs communication plan for TV, radio, print, social media, and folk media with proper calendaring of production schedule, meeting with business communicators (PR persons) or representatives of media networks,
- ◇ Presides over press conferences and press releases,
- ◇ Produces and disseminates Audio-Video productions for TV ads/spots,
- ◇ Takes charge of audio production for radio advertisement spots,
- ◇ Takes charge of informal plugging for TV, radio, print, and social media,
- ◇ Maximizes media exposure through billboards, LED billboard, and mobile advertisement vans,
- ◇ Identifies the Media Station/Media Desks for live reporting and coverage,
- ◇ Invites and orients TV and radio hosts for annotators for live coverage,
- ◇ Assigns content editor, floor director for TV,
- ◇ Provides media kit to media partners,
- ◇ Provides tokens and honoraria for hosts, annotators, guests, reporters, and crew,
- ◇ Works for the promotion of the event and celebration,
- ◇ Determines dates for press releases,
- ◇ Creates linkages with media outfits,
- ◇ Maximizes the use of social media in the promotion of the event,
- ◇ Adheres to the theme, goals and objectives of the celebration and maintains thematic consistency,
- ◇ Creates a checklist of activities and responsibilities.

Web and Social Media Committee

- ◇ Uses the Official Website of the province as means of presence in the net world,
- ◇ Creates a web page particular to the event, where information about the event maybe accessed like:

- Primer (FAQs),
- The Name of the Even, the Nature,
- the goals and objective,
- the theme,
- the logo and theme song,
- means of registrations and payments,
- The date, place and possible venues
- The programme of activities,
- Other information disseminated by the different committees,
- ◇ Maximizes social media as means of information dissemination,
- ◇ Posts updates of the event celebration,
- ◇ Posts recaps, previous talks, and conferences, pictures, video coverages of the event.

Food and Reception Committee

- ◇ Coordinates with the Invitation and Registration committee to determine the participants,
- ◇ Identifies the scope of food preparation (breakfast, lunch, snacks, merienda),
- ◇ Creates a budget out lay for food and reception expenses,
- ◇ Designs a system of food distribution including those needing special attention (PWDs),
- ◇ Coordinates with the secretariat for the design and distribution of food stubs,
- ◇ Prepares a separate place for VIPs, dignitaries, foreign delegates, government officials, Ecclesiastic Hierarchies, speakers and special guests,
- ◇ Coordinates with the Physical and Decoration Committee for the upkeep and cleanliness of the dining places.

Transportation and Mobility Committee

- ◇ Provides budget for the provisions of transportation and mobility of participants to organized events,

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- ◇ Provides shuttle uses, vans and other means of transportation to participants,
- ◇ Ferries from airports to hotels of VIPs and vice versa,
- ◇ Secures vehicle and car pass as demanded by the security committee,
- ◇ Provides stand-by vehicles for transporting VIPs, delegates, and guests,
- ◇ Provides stand-by vehicle for errands,
- ◇ Coordinates with LGU for traffic rerouting,

Documentation and Souvenir Program Committee

- ◇ Collects copies (digital and hard) of talks, conferences, homilies, messages, welcome address, opening remarks, keynote address, speeches and lectures, reactors, workshop papers, conferences, official statements etc.,
- ◇ Transcribes salient points of panel discussions, open forum, group discussions, resolutions approved and disapproved,
- ◇ Gathers all published biodata of speakers, Guest lecturers, formal interactors,
- ◇ Secures photos and video clips of the anniversary celebration,
- ◇ Have copies of the recaps and summary proceedings,
- ◇ Collates copies of flyers, brochures, promotional materials and literature,
- ◇ Publishes Proceedings of the event in a book, magazine, or journal proceedings (either or hardbound or e-book format), and/or
- ◇ Submits all materials to the Chairman of the Commission on History, Heritage and Culture-Recoletos for publication purposes.

Security and Risk Reduction

- ◇ Designs and devices a security plan for the pre-event, event and post event,
- ◇ Mobilizes and coordinate with the LGU and police officers,
- ◇ Does intensive intelligence gathering,
- ◇ Identifies a secret command center,
- ◇ Clears venues a day before the event,
- ◇ Identifies, monitors, and investigates possible threats,
- ◇ Coordinates with LGU, PNP and Anti Terrorism, MMDA or CITOM for security assistance,

- ◇ Secures entrance and exit areas, VIP lounges, restrooms, portalets and surrounding areas, stage, grandstand, church, conference areas,
- ◇ Secures cellphones, cameras, laptops and other equipments used by media by preregistering all electronic gadgets (name of owner, type of gadget, brand and serial no,
- ◇ Dispatches quick response team to possible troubles,
- ◇ Organizes and mobilizes security marshals equipped with headsets, radio sets and communicators,

First Aid

- ◇ Prepares budget for the medical and para-medical team,
- ◇ Identifies location of emergency clinic,
- ◇ Coordinates with ambulance owners, ambulance driver, and the nearest hospitals,
- ◇ Mobilizes and coordinates attendance of doctors, nurses, nursing aids and paramedics and assign designated shifting,
- ◇ Provides first aid facilities: stretchers, wheelchairs etc,
- ◇ Provides first aid medicines, and first aid treatments.

Event Secretariat

Communication

- ◇ Contacts resource persons, presenters, reactors, and other guests,
- ◇ Sends out formal invitations to guests, VIPs, dignitaries, and other prominent persons,
- ◇ Designs and formulates Memoranda (understanding and agreements) with local officials, and government units,
- ◇ Formulates contracts with individual and corporate partners and sponsors, specifying sponsorship classification with corresponding rates and x-deals in return,
- ◇ Keeps track of official communications (invitation letters, request, requisition letters, letters of permission, acceptance letters, acknowledgment letter, thank you letters, receipts and responses of invited guests, speakers, VIPs, letters of certifications and endorsements,
- ◇ Manages hotline numbers for inquiries.

Program Design

- ◇ Creates appropriate logo,
- ◇ Assigns a theme song, and determines the story line of the event,
- ◇ Writes all scripts for the whole program event,
- ◇ Determines the sequence and organization of events and activities,
- ◇ Establishes the consistency of message, the logical continuity of scripts, and the achievability of goals and objectives set by the Exec Com,
- ◇ Presents to the Exe Com all scripts written, logo and theme song for comments and approval,
- ◇ Provides copies of all scripts to the Secretariat for dissemination to all other committees,
- ◇ Contacts and organizes team of talents, hosts, scriptwriters, script editors, directors, assistant for the production of Ads bumpers, fillers, for both TV and Radio,
- ◇ Determines specific venues for the event,
- ◇ Creates the overall program of the event celebration.

Invitation and Registration

- ◇ Creates and Designs the invitation cards,
- ◇ Disseminates the program invitations to expected guests (local and international),
- ◇ Determines the probable participants to the events,
- ◇ Creates a master list of participants with corresponding appropriate personal information details (name, occupation, address, contact details),
- ◇ Prepares, if needed, certificate of attendance to participants,
- ◇ Designs ways to distribute the certificate effectively and efficiently,
- ◇ Submits to the Exe Com Committee all paraphernalia and listings, at the end of the celebrations,
- ◇ Designs and prints IDS with a security QR code hologram, name, role, and access,
- ◇ Classifies IDs according to Committees and Access Restrictions,
- ◇ Designs and prints media pass, VIP pass, Exe com pass,
- ◇ Takes responsibility in the distribution of IDs.

Publication and Production

- ◇ Designs and prints a Primer of the event (FAQs, Quick Facts, Historical Timelines,
- ◇ Prints media kit, participants kit, liturgical guide,
- ◇ Designs promotional materials,
- ◇ Designs tarpaulin, streamers, posters, flyers, brochures, pamphlets, and other printed materials for maximum information dissemination.

Tokens, Gifts and Freebies Committee

- ◇ Designs and produces souvenirs, freebies, e.g. T-shirt, stickers, ballers, bags, luggage labels, notebooks, pens, stationaries, umbrella, medals, badge etc.
- ◇ Designs and produces trophies, awards, plaque of appreciation and recognition, certificates, religious statuettes of value, symbolic tokens of appreciation.

Appendix

Name of the Celebration
Theme
Date

CHECKLIST FOR THE COMMUNITY

Activity Involvement Date and Time	Things to do
Activity 1 (Scope of involvement)	1
	2
	3
	4
	5
	6
	7
	8
	9
Activity 2 (Scope of involvement)	1
	2
	3
	4
	5
	6
	7
Activity 3 (Scope of involvement)	

Prepared by:

Commission on History, Culture, and
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Commission on Communication and Publications-
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Recoletos Communications, Inc (RCI)

With inputs and notes from Fr. Ferdinand Hernando, MB



**Commission on History Culture and Heritage—Recoletos
(CoHCH_R)**