



ARCHOMAHA

unite

JUNE 8, 2019 | CHI HEALTH CENTER



# EVENT SCHEDULE

## CONFESSION

**10:00 A.M.-3:30 P.M.**

**9:00 P.M.-10:30 P.M.**

*Confessions will be heard by both English and Spanish-speaking priests throughout the day on the second floor of the convention center*

## EUCCHARISTIC ADORATION

**9:30 A.M.-4:00 P.M.**

*Eucharistic Adoration throughout much of the day beginning with Exposition and ending with Benediction*

## BREAKOUTS

*Teen, Junior & Wee Unite  
(10:00 a.m.-1:30 p.m.)*

*Latino Unite  
(12:00 p.m.-3:30 p.m.)*

## THE GREAT GATHERING

**10:00 A.M.-10:30 A.M.**

*We gather together with the Blessed Mother for a spiritual send off for Unite and Pentecost*

## THE ARCHOMAHA EXPERIENCE

**12:00 P.M.-2:00 P.M.**

*Interactive exhibits, visual parish display, food carts and concessions, games and entertainment*

## MAIN EVENT

**10:30 A.M.-12:00 P.M.**

*Archbishop George Lucas gathers us together for this special multimedia event*

## MASS

**4:00 P.M.**

*Catholics from all corners of ArchOmaha join together for Pentecost Mass featuring the archbishop and priests, choirs and volunteers from all over the archdiocese*

## COMEDIAN JIM GAFFIGAN

**2:15 P.M.-3:30 P.M.**

*Catholic comedian, actor and writer Jim Gaffigan will take us into the afternoon with joy and laughter*

## CROSS & LIGHT

**7:30 P.M.-9:00 P.M.**

*Musical and multi-sensory video experience of Christ's Passion, Resurrection, and the coming of the Holy Spirit*

# EVENT DETAILS

## THE GREAT GATHERING

- ArchOmaha Unite will begin with a video introduction and procession of many different cultural groups within the archdiocese. All will process to the stage and leave flowers at the feet of an icon of Mary, dedicating the day to her.

## THE MAIN EVENT

- Archbishop Lucas leads this session featuring a mix of videos and interactive discussion with panels and the audience on the four pillars of the archdiocesan mission.

## YOUTH AND CHILDREN'S BREAKOUT SESSIONS

- Registration closes May 1.
- Teen Unite is for youth in grades 7 - 12 and features high energy praise and worship led by Danny Leger, nationally-known speaker Brian Greenfield, emcee Fr. Scott Schilmoeller, and the fun that could only be associated with a youth event.
- Junior Unite is for youth entering grades 2-6 who'll participate in a powerful program of original songs, skits, activities and short inspirational talks led by Popple, a duo of Catholic musicians and trained youth ministers.
- Wee Unite is for children ages 4 - 6 years. They'll engage in a variety of interactive stations featuring praise and worship, art, and music and movement.

## ADORATION AND RECONCILIATION

- Adoration will begin with Exposition at 9:30 a.m. and end with Benediction at 3:30 p.m. in the upper level of the CHI Center Room 212 around the corner from the Grand Ballroom. It will be easily accessed by Unite attendees through the adjoining door to the arena.
- Reconciliation will be offered between 10:30 a.m. and 3:30 p.m. and again after Cross and Light (9:00 to 10:30 p.m.). Reconciliation during the day will be held in Room 212 adjacent to the main Adoration Chapel. A waiting room for the confession line (with chairs) will be in Room 211 with live stream video of the arena programming (with sound muted).

## THE PARISH PATH

- This marked path throughout the concourse has 7' X 2' visual displays for each parish in the archdiocese, allowing those who walk the path to learn more about what makes ArchOmaha and each parish so special.
- These visual displays will also be a gift to each parish from the archdiocese; every parish will get to take home their display the day of the event. You can share the display with parishioners, communicating what makes your parish unique by putting it in your church vestibule, parish center or office.
- Parish Unite contacts received a link to a Parish Path Online Form to share information about their parish. Deadlines to submit forms have passed - if you don't fill out your form **by February 8**, your parish will not be properly represented in the Parish Path.

## LATINO UNITE & REGISTRATION

- Joyful praise and worship led by Padre Miguel Angel Sanchez and Fuerte Dios. Plus, representatives from different generations gather on stage for an interactive discussion on "Sharing the Experience of Faith."
- Attendance for Latino Unite is free and included with general registration; no additional registration is needed as long as the Latino Unite option is selected when registering.
- Latino Unite runs from noon - 3:30 p.m. and includes a free boxed lunch for those who register before May 8.
- Attendees will still have the opportunity to attend the Main Event from 10 a.m. - noon, Mass (4-6 p.m.) and Cross & Light performance (7:30-9 p.m.) in addition to Latino Unite from noon - 3:30 p.m.

# REGISTRATION REQUIREMENTS

- ❑ **General Registration** is for all adult and youth attendees who are NOT attending one of the youth tracks. Those attending a Youth Track or who are registering for childcare will use the **Youth Track Registration**.
- ❑ Children under 4 who will be utilizing a seat in the arena need to be registered by a parent through Adult Registration. Lap children do not need to register.
- ❑ Minors 4 years to 17 years **not attending one of the youth tracks** can attend ArchOmaha Unite with a parent, legal guardian or designated chaperone over 19 and must register through **General Registration**.
- ❑ All seating is general admission - there is no reserved seating.
- ❑ Attendees can leave and re-enter the event at any time, but printed proof of registration or on a smartphone will be needed to re-enter.
- ❑ There will be a lunch break from noon - 2 p.m. and a dinner break from 6 - 7:30 p.m. Arena concessions will be open throughout the day (except during Mass), and attendees are free to seek meal options in the downtown area. No outside food or beverages will be allowed into the CHI Center, and proof of registration will be necessary to re-enter.

## REGISTRATION FOR TEEN, JUNIOR, AND WEE UNITE, AGES 4-6 AND GRADES 2-12

- ❑ Children and youth **not participating in a Youth Track** can attend ArchOmaha Unite with a parent, legal guardian or designated adult over 19 and must register through **General Registration**.
- ❑ Youth participants 7th grade or older can attend Teen Unite with their parish youth group under the direction of a youth minister or designated adult 21-years and older.
- ❑ Attendees must be registered **by a parent or legal guardian**; participants may not be registered by a youth group or parish coordinator.
- ❑ A parent or legal guardian must sign the Archdiocesan liability release for youth programming included in the registration process. One form must be signed for each individual child registered.

## **REGISTRATION FOR TEEN, JUNIOR, AND WEE UNITE, AGES 4-6 AND GRADES 2-12 CONT.**

- Attendees will receive a free boxed lunch as part of Teen, Junior, and Wee Unite. Participants in Teen Unite and Wee Unite will receive a t-shirt. No outside food or beverages are allowed.
- Only a parent, legal guardian or designated adult 21-years or older can drop-off or pick-up a youth attendee, and this must be specified at the time of registration.
- All youth attendees must attend the entire event from 10 a.m. to 1:30 p.m. - ***no late arrivals past 10:15 a.m.*** will be admitted, and ***no early pickups before 1:30 p.m.***
- No flip-flops are permitted for grades 2-6, but open-toe shoes or sandals are allowed.

## **VOLUNTEERS**

- ArchOmaha Unite is seeking both English and Spanish-speaking volunteers to be greeters, ushers, Eucharistic ministers (must be mandated), youth track helpers (must be Safe Environment-certified), and general event assistance.
  - All volunteers will receive a free t-shirt and free lunch or dinner on the day of the event.
  - All volunteers are required to attend a training meeting on Thursday, June 6 at 6 p.m. at the CHI Center.
  - Opportunities to sign up for these positions will be available during online registration and through dedicated recruitment in the archdiocese, however, you may also promote the need for volunteers in your parish. Follow-up information and details will be sent to volunteers closer to the event date.

# PARISH UNITE CONTACT

## □ What We Need from You to Make Unite a Success:

- Take ownership of getting your parishioners registered.
- Our goal is to fill the arena for ArchOmaha Unite, so we're asking each parish to reach an attendance goal of 20% of your average weekend Mass attendance (check the spreadsheet for your specific numbers). We will send out registration totals for each parish on a regular basis.
- Be the Unite point person for anyone in your parish or on your staff that has questions about Unite.
- Identify yourself as the Unite contact for the parish in the bulletin.
- Keep up with all announcements and planning concerning Unite, and communicate those things to your staff/parish.
- Recruit volunteers to help you promote Unite in the parish.
- Create a group trip to Unite, or help people connect so they can form groups that can go together.
- Communicate with your KBG rep and other parish contacts (join Facebook Group!).
- Continue to share Unite social media from the archdiocese, bulletin announcements/inserts, and prayers of the faithful.
- Remind the priests at your parish to use the homily ideas.
- Review Facebook Live videos that exist on the closed Facebook Group for tips on how to best use social media, etc.

# UNITE CONTESTS

## PARISHES

Parish Participation Challenge - The parish with the highest percentage of registrations (based on average Mass attendance) will win preferred seating in the arena!

- Promote this incentive whenever you talk about Unite. The contest will be highlighted in bulletin announcements, social media and Registration Blitz Weekend materials you receive, but it's also important to post on your own social media.

## **PARISHES CONT.**

- Unite contacts will receive updates on parish registration numbers.
- Cut-off date for the contest is **May 1**, meaning the count will be taken at that time.

## **YOUTH**

- Catholic Schools Showcase
  - Catholic School students (including homeschool and religious ed students) can submit poetry, video, photography or art to showcase unity in the archdiocese and their school at Unite.
  - Up to three submissions of poetry, video, photography or art per school will be accepted and potentially highlighted at Unite.
  - Unite will also feature up to twelve student musical ensembles throughout the day (9 - 10 a.m., noon - 2 p.m. and 6 - 7:30 p.m.).
  - Submission guidelines and links to an online submission form are being sent to schools and parishes and are provided on the Unite website (*About section*).
- Catholic School Class Competition
  - The class at each school with the highest participation at Unite will receive a prize from the archdiocese.
- The Unite Invite Challenge
  - Fun social media challenge kicked off by the “Official” Unite Ambassadors. The challenge is to get at least 3 people to go to Unite or find creative ways to invite people to register. Youth groups or students post a video with the hashtag #UniteInvite and may get their video shared on archdiocesan social!
  - You are encouraged to make it more fun.
  - Share the archdiocesan Unite Invite posts through social.

# UNITE PARISH AMBASSADOR

Unite Parish Ambassadors are volunteers specifically for Unite that you invite to help engage others.

- ☐ Look for people who are friendly and enthusiastic.
- ☐ Let them know this is a small, short-term commitment.
- ☐ Provide them with an ambassador badge to wear at Mass and other parish events.

## DUTIES INCLUDE:

- ☐ Getting behind Unite and learning as much about it as possible.
- ☐ Wearing the Unite name badge to Mass and other events, allowing your parish to introduce you at Mass, and answering questions after certain Masses.
- ☐ Helping to implement promotions and activities such as registration days.
- ☐ Encouraging people to check out the Unite website and register for the event as early as possible.
- ☐ Encouraging people to sign up for the parish email (whether Flocknote or otherwise).
- ☐ When talking with people, noting the “barriers to attendance” that might be keeping some from registering.
- ☐ Visiting parish groups to promote Unite and encouraging registration.

## AMBASSADOR RECOMMENDATIONS

- ☐ Recruit at least one for every Sunday Mass you have by **February 8.**
- ☐ Give them a copy of the Unite Ambassador role description.
- ☐ Make them an integral part of Registration Blitz Weekends.
- ☐ Ask ambassadors to help recruit other volunteers for Blitz Weekends.
- ☐ Ask them to help recruit volunteers to enter registrations after Blitz Weekends.
- ☐ Introduce ambassadors to the parish during/after Mass, through the bulletin, and through the website (with a picture). Communicate that they will be available after Masses to talk about Unite and answer questions wherever they are. They can be identified by their Unite badge.

## PARISH GROUPS AS AMBASSADORS

- Hold a meeting for the heads of the groups in your parish.
  - Show the Unite video.
  - Explain the event.
  - Personally ask them to get behind Unite and become an ambassador to their group.
  - Hand out ambassador badges to those who will wear one.
  - Give them the Unite Ambassadors hand-out that they can share at meetings, encouraging members to register.

## REGISTRATION BLITZES

*February 16-17 & April 6-7*

### WHAT WILL HAPPEN?

During Registration Blitz Weekends, parishes will help register as many Mass-goers as they can for Unite.

- Paper registration forms will be in the pews for people to fill out at Mass.
- Those registering children for youth breakouts or needing extra help are assisted after Mass by volunteers with laptops/iPads.
- Encourage people to use iPads or their phones since online registration is preferred.

### BLITZ RESOURCES

- Digital copy of registration form to be printed
  - Print at least 2-5 for each pew, depending on pew size.
  - Replenish between Masses.
  - Estimate about 10% of mass attendees using registration forms. This allows you to calculate how many you'll need to replenish before each Mass.

- Digital copy of half-page bulletin insert and postcard
  - Use both or choose the best one for your parish.
  - Must be used the weekend beforehand to promote the Registration Blitz.
  - Another set of promotional materials will be provided for the weekend ahead of the April Registration Blitz.
- Pulpit announcements for the weekend before the Blitz and the weekend of the Blitz

## **MATERIALS YOU'LL NEED**

- Copies of the registration forms and promo materials
- Pens/pencils
- Volunteers for each Mass
  - Recruit volunteers to answer questions and help people fill out paper forms, ensuring they are legible and filled out completely.
  - Also recruit volunteers to help register people via laptop/tablet/iPad.
    - These volunteers bring their iPads/tablets/laptop to help register families before and after Mass. Think about recruiting youth to help do this since they're tech-savvy and enthusiastic.
    - If someone is registering children for a youth session, they will need to register online.
  - Plan for at least a 1:30 ratio - one volunteer for every 30 people who attend Mass.
  - To better recruit volunteers...
    - Since people usually frequent the same Mass time, look for people at those specific Masses and ask if they could volunteer during that time during the Blitz weekend, letting them know they'd just have to stay after Mass for a while that day. Make an announcement after Mass asking people if they could volunteer to serve as a Unite volunteer for that Mass.
    - If you have a school that requires parents to do service hours, this would also be a good opportunity to offer them with the added bonus of seeing them at Mass.
  - Volunteers will stay after their assigned Mass, and those helping at the first Mass will need to come early.

## **MATERIALS YOU'LL NEED CONT.**

- Volunteers will also reset the pews before the next Mass, making sure the pews have enough forms and pens/pencils.
- **KBG will provide a video training session through Vimeo for Registration Blitz volunteers on the registration process on February 12.**
  - The session will go through the online registration process and registering by paper so that volunteers can help others do it.
  - The video will be shared through email and the Facebook group, which can then be shared with any of your volunteers who can watch from home.

## **WEEKEND BEFORE THE BLITZ**

- Include the bulletin announcement and pulpit announcement about the Blitz Weekend. Ask the Mass celebrant to make the pulpit announcement and share his own enthusiasm for Unite.
- Print enough postcards so that everyone gets one on their way out of Mass.
- Announce the Blitz on your social media channels the week before and the day before.
- Send out email reminders the day before using Flocknote or your email program.

## **DAY OF THE BLITZ**

- Before Mass, volunteers stock pews with paper registration forms and writing utensils.
- Your pastor, Unite Parish Contact or Unite Ambassador highlights the event and leads people in registering, providing instructions for using the registration form in the pews and seeking help from volunteers. We'll provide an announcement to guide this process.
- Volunteers will take completed forms and answer questions after Mass.
- Families with children who want to attend the youth sessions will be instructed to seek help from volunteers with iPads.
- Volunteers also prep the church with additional forms and pens/pencils if needed for the next Mass. Volunteers at the last Mass can pick up extra forms and help clean up.
- Volunteers use the cards to manually register attendees.

# PREPARE THE WAY GUIDE



Parishes across the archdiocese will help Unite attendees **Prepare the Way** for the big event through a four-week, archdiocesan-wide preparation with a Marian Consecration and Reconciliation. Each parish will pray the Consecration preparation prayer together for three weeks during weekend Masses, and those attending Unite will pray the Consecration prayer together at Unite on June 8. Those not attending Unite will make the Consecration at Masses on June 9. Extra hours for Reconciliation are also encouraged before Unite.

## PREPARATION

- ☐ On or before May 4, begin promotion using the Consecration promotion materials provided to you.
- ☐ Begin saying the Preparation for Consecration prayer with your parish the weekend of May 18/19.
- ☐ Decide how and when you will add to your regular confession schedule. Options include Memorial Day weekend, the weekend of June 1-2, or evenings the week before Unite.

## **PREPARE THE WAY RESOURCES**

- ☐ Prayer cards for your pews will be printed and distributed to each parish.
- ☐ Promotional materials will be provided to parish contacts. Use the promotional materials starting two weekends before you begin the Preparation, on your website, in emails and through social media.

## **BEGINNING THE CONSECRATION - MAY 18/19**

- ☐ Volunteers place prayer cards in the pews, in the missal or music issue.
- ☐ Use the pulpit announcement provided to you to talk about the purpose of the Marian Consecration.
- ☐ The celebrant leads the parish in praying the Consecration preparation prayer (on one side of the prayer card).
- ☐ Parishioners may take home the prayer card if they would like to pray the prayer every day. You can also make the card available through social media and on your website, or send it out via Flocknote.
- ☐ Volunteers will replace prayer cards where needed each week during the Consecration.

## **THROUGHOUT THE FOUR WEEKS**

- ☐ Offer your extra hours for reconciliation.
- ☐ Continue to use the promotional material (bulletin announcements and social media and email content) provided to encourage parishioners to join in praying at home and promote when extra hours of reconciliation will be available.
- ☐ Host a gathering halfway through the four weeks for anyone who would like to come together to pray the Rosary, engage in small group discussion, Q&A, and light refreshments.
- ☐ Host Facebook Live discussions on the Consecration.

## **THE UNITE WEEKEND**

- ☐ Volunteers turn the prayer cards around if in the missal or music issue, so the final Consecration prayer (on the back side) is facing out.
- ☐ Those attending Unite will pray the Consecration prayer at the event, while those not able to attend will make their Consecration during all Sunday Masses.

# PARISH PROMO CALENDAR

## JANUARY

DAY	MATERIALS	COMMUNICATION TYPE	COMPLETED
<b>15</b>	Registration goes LIVE		
	Receive email to be sent to school parents	Email to Schools	
	Send mass email to parishioners announcing registration ( <i>Use January resources as content</i> )	Email to parishioners	
	Attend Facebook Live training - How to use an email list to invite people to an event on Facebook	Facebook Live	
<b>16-18</b>	Send email to school parents	Schools email to parents	
<b>18</b>	February Resources Available <ul style="list-style-type: none"> <li>- Registration Blitz Information</li> <li>- Bulletin Announcement/Graphic</li> <li>- Flocknote/Email Content</li> <li>- Links to videos you may share</li> <li>- Prayers of the Faithful and homily ideas for February</li> </ul>	Email to Unite contacts	
<b>21-23</b>	Receive resources for the remainder of the year	Parish Training	
<b>24</b>	Receive Registration Blitz resources	Email to Unite contacts	
<b>30</b>	Recruit Blitz volunteers		
	Facebook Live training - Social Media Best Practices ( <i>Using photos, video, and hashtags</i> )	Facebook Live	

FEBRUARY

DAY	MATERIALS	COMMUNICATION TYPE	COMPLETED
1	Registration Count to all parishes	Email to Unite contacts	
5	Receive Registration Blitz flyer for schools Begin promotion of your bus	Email to Schools	
6-13	Send home schools Registration Blitz flyer	School Flyer	
8	Hard deadline for all missing Parish Path Info. Must submit by this date or your parish will not be represented in the Unite Parish Path.	Deadline	
9-10	Volunteers to pass out Registration Blitz inserts/promo cards	Bulletin insert/hand-out	
11	Send mass email to parishioners (Use <i>February resources as content</i> )	Email to parishioners	
12	Watch Registration Blitz volunteer training video through Vimeo. Receive link through email and Facebook group.	Video	
15	March Resources Available - Registration Blitz Reminders - New Registration Blitz promo cards for April - Bulletin Announcement/Graphic - Flocknote/Email Content - Links to videos you may share - Prayers of the Faithful and homily ideas for March	Email to Unite contacts	
16-17	Registration Blitz - registration forms in pews	Forms	
19	Attend Facebook Live Training - Great Tips for Engagement	Facebook Live	



# MARCH

DAY	MATERIALS	COMMUNICATION TYPE	COMPLETED
<b>1</b>	Registration Count to all parishes	Email to Unite contacts	
<b>6</b>	Send mass email to parishioners (Use <i>March resources as content</i> )	Email to parishioners	
<b>11</b>	Begin recruiting volunteers for April 6-7 Registration Blitz weekend		
<b>12</b>	Attend Facebook Live training - Using polls, questions, etc.	Facebook Live	
	Receive schools take-home flyer	Email to Schools	
<b>13-19</b>	Send home schools take-home flyer	School Hand-out	
<b>19</b>	April Resources Available - New Youth Ministry flyers - Registration Blitz Reminders - Bulletin Announcement/Graphic - Flocknote/Email Content - Links to videos you may share - Prayers of the Faithful and homily ideas for April	Email to Unite Contacts	
<b>26</b>	Attend Facebook Live Training - How to Post Things People Like to Share	Facebook Live	
<b>30-31</b>	Promote April Registration Blitz -Pass out cards/inserts after Mass or include in bulletin -Make Registration Blitz pulpit announcement	Bulletin insert/hand-out	

APRIL

DAY	MATERIALS	COMMUNICATION TYPE	COMPLETED
1	Registration Count to all parishes	Email to Unite contacts	
6-7	Registration Blitz - registration forms in pews	Forms	
8	Send mass email to parishioners (Use April resources as content)	Email to parishioners	
9	Attend Facebook Live Training - How to be Relevant/Timely	Facebook Live	
12	Registration reminders and deadlines	Schools Email	
15-19	Send schools email to school parents	School email to parents	
20	Send mass email to parishioners (use Marian Consecration resources for content)	Email to parishioners	
22	May Resources Available - Bulletin Announcement/Graphic - Flocknote/Email Content - Links to videos you may share - Prayers of the Faithful for May and first week of June - Homily Ideas for May	Email to Unite contacts	
23	Attend Facebook Live Training - TBA	Facebook Live	
27	Begin promotion of Preparation for Marian Consecration	Announcements	



## MAY

DAY	MATERIALS	COMMUNICATION TYPE	COMPLETED
1	Registration Count to all parishes	Email to Unite contacts	
1	Youth and Childcare Registration Ends	Deadline	
4-5	Begin preparation for Marian Consecration	Prayer Cards	
5-6	Parish Participation Completion winner announced	Email to Unite contacts	
7	Send mass email to parishioners ( <i>Use May resources as content</i> )	Email to parishioners	
	Attend Facebook Live training - TBA	Facebook Live	
14	New schools take-home flyer	Email to schools	
17	Last day for Unite room block at Hilton Hotel	Deadline	
15-21	Send home schools flyer	School email to parents	
18-19	Begin preparation for Marian Consecration	Prayer Cards	
21	Unite reminders and Link to videos	Email to Unite contacts	
23	Send mass email to parishioners - Last chance to register with link to online registration	Email to parishioners	
25-26	Possible date for extra Reconciliation hours for Prepare the Way		

## JUNE

1-2	Possible date for extra Reconciliation hours for Prepare the Way		
8	ARCHOMAHIA UNITE		
9	Make Marian Consecration at Sunday Masses for those not attending Unite	Prayer Cards	

# UNITE PARISH PROMO

## REGULAR COMMUNICATIONS TO PARISHIONERS

In addition to the marketing you will do around the specific promotions, there are a variety of other marketing things you can do to promote Unite in your parish.

- ☐ Share Unite social media posts from the archdiocesan page (or links you received from your Facebook Live group) at least twice a week. Pick two days of the week, like Monday and Thursday, and then share on those days every week.
- ☐ Share your own social media posts about Unite. Share about what your parish is doing for Unite, such as special T-shirts, renting a bus, winning the parish contest, what your school is doing for Unite, etc. Ask a new registrant if you can post about him/her attending Unite on social.
- ☐ Use the monthly resources in your bulletin at least every other week and every week starting in April. This means you will repeat certain general announcements.
- ☐ Have lectors or celebrants make Unite announcements at Mass at least every other week, at least every week starting in April.
- ☐ Send the monthly email content you receive to registered parishioners through Flocknote or your email program.
- ☐ Create a Facebook event page just for Unite. Welcome and introduce each new registrant or person who joins the event page, and push out event details through the event page, encouraging people to communicate with each other through this page.
- ☐ If using Flocknote, create a subgroup just for Unite registrants. Also, send out periodic texts to the whole group reminding people about registration and updating them as to how many are registered. "32 people from our parish have registered for Unite so far! Be #33!"

## FLOCKNOTE

- ☐ Claim your Flocknote network at [flocknote.com/omaha](https://flocknote.com/omaha) (if you haven't already).
- ☐ Meet with your ministry leaders and watch this video: [flocknote.com/7ways](https://flocknote.com/7ways)
- ☐ Set up your groups.
- ☐ Import your existing email contacts into Flocknote so you may use it for mass emails.

## **FLOCKNOTE CONT.**

- Set up your Text-to-Join keyword.
- Plan & hold a Signup Sunday to help parishioners connect with you and understand the advantages to using Flocknote.
  - Flocknote provides plenty of Signup Sunday resources and online support. There is also a Facebook Live video regarding Signup Sundays on the Unite Facebook Group page.

# LOGISTICS

## **MAKE IT A WEEKEND!**

### **Hotels**

Those attending Unite are eligible for a **\$119/night group rate** at the Hilton Omaha across the street from the convention center. If all allotted rooms are filled, the same rate will be made available at other Hilton properties in the downtown area.

A Pilgrim Package will be available for those traveling to Unite and staying overnight in Omaha. The package includes:

- A welcome reception at the Hilton on Friday night.
- Restaurant discounts
- Discounts to nearby family entertainment

When someone registers for Unite, they will be asked if they plan to stay overnight in Omaha. If they answer “yes,” a follow-up question will appear asking them if they’d like to “make it a weekend” and receive discounts on local restaurants and entertainment. Those who answer “yes” to this question will receive an email with the Pilgrim Package discounts and information.

In addition to the Pilgrim Package, there is a “Things to Do in Omaha” section on the website that shares information on nearby restaurants, festivals, and family entertainment for anyone attending the event.

## **TRANSPORTATION BY BUS**

To provide transportation for parishes coming from outside of the Omaha area, your Unite team has negotiated the best possible rates with several bus companies. The cost for each bus is roughly \$1950 round trip, but the actual cost depends on your location.

## **Arrow Stage Lines**

- ☐ 54 passengers each and \$150 deposit required
- ☐ Reservations: Amanda Medinger - 402-599-9894 or [amanda.medinger@arrowgroundlogistics.com](mailto:amanda.medinger@arrowgroundlogistics.com)
- ☐ Best for parishes closer to Omaha

## **Myers Luxury Coaches**

- ☐ 2 coaches available, 56 passengers each. No deposit required
- ☐ Reservations: Jerry - 402-340-5498
- ☐ Best for the parishes in the northwest area of the archdiocese

## **Windstar**

- ☐ 56 passengers each
- ☐ Reservations: Payton Schultes - 888-494-6378 or [payton@gowindstar.com](mailto:payton@gowindstar.com)
- ☐ Best for parishes in the northeast area of the archdiocese

## **BUS RESERVATION NEED-TO-KNOW**

- ☐ **Deadline for making reservations is March 1, 2019. Please make your reservation as soon as possible.**
- ☐ The cost for parking at the CHI Health Center is \$20 per bus.
- ☐ Buses can be scheduled to drop passengers off at Unite between 9:00-9:30 a.m. Departure times can be arranged with the bus company.
- ☐ If you don't think you can fill an entire bus with your parishioners, contact nearby parishes who may want to partner with you.
- ☐ Each bus line has suggested routes, but those can be changed to accommodate your parish's needs.

## **OPTIONS FOR FUNDING A BUS**

- ☐ Seek a potential sponsor to help fund the trip, such as the American Legion, Catholic Daughters, or a parish organization like Knights of Columbus.
- ☐ Ask local businesses to sponsor your bus, and thank them for their contribution in your parish's bulletin, website or social media.
- ☐ Check with school bus companies in your area for rental options.
- ☐ Crowdfunding - set up a crowdfunding page to raise funds for the bus.

- Charge each bus registrant a fee to cover the cost of riding the bus, communicating the convenience and low price to ride the bus to Unite. Parking will be very limited due to other downtown Omaha events, and riders will not need to pay the cost of gas or parking.
- Require payment long before Unite to ensure commitment (we recommend April 1).

## **GETTING PEOPLE ON THE BUS: IDEAS**

- Decide how people will sign up. Create a Google form on your website, or provide a phone and email.
- Announce your plans to secure a bus during Mass and through parish email, social media, and other typical parish communication.
- Share details about bus transportation through Flocknote. You can even create a Flocknote subgroup just for Unite registrants, and even for those who sign up for the bus, allowing you to send alerts prior to Unite.
- Create a Facebook event just for Unite bus riders. Welcome and introduce each new person, and push out travel details through the event page, encouraging people to communicate with each other through this event page.
- Encourage parish groups to promote the bus in their groups, and plan to go together.
- Make the bus ride a fun community event, and promote it! Consider having breakfast sponsored by a parish group, or coordinate a travel sing-a-long led by your parish priest.
- Promote the contest that awards preferred seating in the arena to the parish with the highest percentage of registrants.
- Celebrate whenever someone signs up for the bus:
  - Announce how many seats you have left each week at Mass.
  - Announce new registrations on social media. If people will allow it, use their name and picture saying, "John and Jane Smith just got on the bus to Unite!" Always include the way to reserve a seat.
  - If using Flocknote, every time someone registers, send out a mass message that says something like, "Honk-honk! Someone else just got on the bus to Unite!"
  - When someone signs up, send them a cute, celebratory confirmation email.

