**How to Plan a Diocesan or Synodical CLAY Event**

EnRoute makes planning a Diocesan or Synodical youth event easy, as so much of the content is already prepared – you just need to get folks together!

These six steps won’t cover all of the specifics of planning your event, you’ll need to add in the risk management or Safe Church requirements of your synod or diocese, and there may be other things are specific for your context, but this will hopefully help get you started:

*Step One – Put together a leadership team.*

* This could be made up of a combination of leaders and youth, maybe some who have experience of CLAY or synodical or diocesan events, clergy and lay people, and people who are generally excited about CLAY or youth ministry.

*Step Two – Find out what Public Health Guidelines will allow you to do.*

* Guidelines for overnight summer camps are a helpful thing to look to – if overnight summer camps are allowed this summer, you can likely have an in-person, multi-day gathering for CLAY. If not, you might still be able to have a day-camp style gathering where folks gather for programming during the day and then sleep somewhere else.
* If those kinds of gatherings aren’t allowed, you can find ways to facilitate online connection in your region, on Zoom or another platform that will allow you to hang out together during CLAY.

*Step Three – Find a facility.*

* If you are able to gather in person, find a facility that will meet your needs. Retreat centres are a good option, as many of those have capacity for single rooms, which makes managing distancing a little easier, although they do tend to cost more. Camps, church halls, or other facilities might also work for you. Figure out what it is you need in a space, and then see what’s out there.
* If you aren’t able to gather in person, explore the different possibilities for how you could encourage people to connect online. Maybe you have daily zoom check-ins, or maybe you have a group text throughout the gathering, or maybe you do something completely different. There are lot of possibilities!

*Step Four – Create a registration plan.*

* All participants will need to register for CLAY, but if you are doing an in-person event, you will likely need additional information from them. Your synod or diocese might already have a go-to registration system, but if not, JotForm is a really easy to use option.
* Aside from what registration system you will use, you’ll need to decide when registration will open, when it will close, and what your cost will be.

*Step Five – Figure out what you will do with non-CLAY time.*

* There are lots of options ready to go for this. There’s pre-gathering content from CLAY that you can use, you can use resources produced for the National Youth Project, you can think of different ways to explore the theme of the gathering, or maybe there are things that your diocese or synod always does for youth events. Regardless of the specifics, because there is so much offered through CLAY, there’s not much that you need to plan here!

*Step Six – Have a great CLAY event!*