

POLICY FOR DISPLAY SPACE

(To be used for the Living Skies Regional Council Meetings/Gatherings)

Purpose of Display Space: To allow the commissions, committees, networks, clusters and task groups of Living Skies Regional Council, and church-related institutions to place their life and work before the delegates to the Regional Gathering Living Skies Regional Council.

Guidelines:

1. All requests for display space need the approval of the Regional Gathering Planning Committee or its designate.
2. **All groups are responsible for setting up, supervising and taking down their displays.**
3. One person on the Regional Gathering Planning Committee will be designated to co-ordinate displays – i.e. to respond to requests, assign display areas, oversee set-up of display area and monitor displays during the Regional Gathering of Living Skies Regional Council.
4. Deadline for request of display space: for 2023 - Friday, May 5
5. Priority for space:
 - a. The United Church of Canada groups (i.e. General Council, regional council, commissions, committees, networks or clusters, task groups, outreach ministries or educational institutions of Living Skies Regional Council.)
 - b. Non-United Church groups that have Regional Council / commission / committee support. (i.e. Ecumenical coalitions)
6. Committees or church-related institutions may sell items if they received approval of the Regional Gathering Planning Committee.
7. The expectation is that all display materials will be constructive, responsible and respectful of all persons. These materials can be requested by the Regional Gathering Planning Committee for prior perusal to ensure these expectations.
8. All displays will be required to bring their own equipment, table coverings, etc. Tables and/or chairs will be provided.