# Conclave Guide

### Introduction

When delegates are at the conclave, a lot is going on. Sometimes, there is so much going on that it is hard to find out what is going on at all! Sections have learned to combat that problem by creating a conclave program guide, a resource that provides all of the details of the weekend to all attendees!

### Developing A Conclave Guide

A conclave guide may be a booklet, brochure, or even an online resource that Arrowmen can refer to in order to learn about what is going on, where it is going on, and when it is going on. Consider putting the following information into your conclave guide:

* A letter from the section chief welcoming the delegate to conclave
* A map of the host location
* A schedule of the weekend’s event
* The training schedule, including locations and times
* The schedule of activities and competitions, including locations and start times

This seems like it may take time to make, but in reality, all of these resources should be created well before the conclave.

### Tips

* While the medium that your conclave guide takes is at your discretion, providing a physical and online version makes it accessible to a larger percentage of your conclave delegates.
* Many sections have found success with developing or paying for a Conclave app to convey the information that a Conclave guide would. The Arrowman in your section may possess the skills to develop such an app! If they don’t, work with the section leadership and advisers to look at pricing options to have an app developed! Make sure you start this process well before the weekend, apps take a long time to develop!
* Make sure the text on your guide is reasonably sized and easy to read.
* If you are mass-printing the guide, send it to the printer well in advance of the weekend.
* Consider handing a physical copy of your guide to all delegates as they check in.