

Group Leader Information Packet

Steubenville of the Rockies 2026

"For the battle belongs to the Lord."

– 1 Samuel 17:47



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Conference Office Contact Information

Thank you for taking on the responsibility of bringing a group to Steubenville of the Rockies Youth Conference! Our office is here to support you every step of the way so please do not hesitate to reach out if you have any questions or concerns. Whether this is your first time, or you have been coming for years, we are here to serve you!

Email: SteubenvilleRockies@archden.org

Phone: 303-715-3252

Mailing Address:

Archdiocese of Denver
DBA: Steubenville of the Rockies
1300 S. Steele Street
Denver, CO 80210

Venue Address:

Gaylord Rockies Resort & Convention Center
6700 North Gaylord Rockies Boulevard
Aurora, CO 80019

Group Leader Responsibilities

Each group must have a designated Group Leader. This role can be fulfilled by a youth minister, parent, or other adult volunteer.

Group Leader Agreement

By taking on this role, the Group Leader agrees to the following responsibilities:

1. Remain the primary point of contact for the Conference Office, reading and responding to all correspondence from the Conference Office
2. Register and pay for the number of spots required by his/her group.
3. Ensure that all deadlines and due dates are promptly followed – including forms, payment, and any other requested information.
4. Read and abide by the policies contained in the Group Leader Information Packet
5. Ensure that all members of his/her group, as well as parents, are informed of the rules, regulations, and policies presented by the Conference Office in the Group Leader Information Packet or via email.
6. Ensure that all rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
7. Take full responsibility for the actions of both youth and adult group members during the conference weekend.
8. Ensure that all members of his/her group complete the Online Liability Waiver form.
9. Ensure that every Adult Chaperone is included on the Adult Chaperone Affidavit Form.
10. Ensure that every priest attending with your group submits the Testimonial of Suitability to the Archdiocese of Denver.
11. Organize all the details for his/her group's trip to and from the conference.

Ministering to the Teens

Thank you for your yes to care for and minister to the youth of your parish, community, or diocese! The group leader and adult chaperones are the primary ministers to the youth throughout the weekend. Please be sure to share this information with all adult chaperones.

Conference Programming

Each new conference season comes with its own theme and programmatic focus, each of which will be shared with the group leader, via email, so that they can appropriately and effectively prepare their youth for the weekend.

Group Leader Manual

Our team at the Conference Office has put together an aid for our Group Leaders, whether it be your first time or your fifteenth time. This Group Leader Manual includes tips on how you can help your teens prepare for the conference, how to set up a preconference meeting for parents and youth and what to include. Overall, this aid is to help youth ministers, chaperones, and youth to get the most out of the conference weekend. The Group Leader Manual can be found by clicking this link: <https://archden.org/eflm/steubenville/resources/>

Small Groups

Be sure to take advantage of the small group times noted in the Conference Schedule. It is you and your chaperones who will continue to minister to the youth once you leave the Conference, so it is good to begin building a stronger bond with your youth now! Small Group Questions are created by the Conference Staff and will reference the talks your youth hear; these will be shared via email. The Small Groups Questions can be found by clicking this link: <https://archden.org/eflm/steubenville/resources/>

Pastoral Care & Prayer

Often, when teens come into the presence of Christ for the first time in a very profound and personal way, many of their past hurts and struggles are brought to the surface as God begins the process of healing and restoration. At that moment, they need people who care and support them. As a group leader or chaperone, you can offer the gift of your presence and be a mirror of God's restorative love through listening and praying with them. It is a simple, yet important role you will play throughout the conference weekend. Do not be afraid to minister to your group. Show that you are there for them and God will guide and equip you as you need it. If you need assistance, reach out to the team of Prayer Ministers.

The Team of Prayer Ministers

The role of Prayer Ministry is to serve and support you and your chaperones by offering spiritual assistance to the youth in your group. Prayer Ministry is an extension of the ministry done by the Ministry Team from the stage and the ministry done by you as the group leader and chaperones. They can assist you if there are several youth that need attention or if there is a particular situation that you and your chaperones are unsure how to handle.

Prayer ministers will be wearing purple shirts and be available throughout the conference weekend. They may approach you to ask if you need assistance. Feel free to approach a prayer minister for help.

If a prayer minister does assist your youth, it is necessary to have an adult chaperone from your group present, to watch over and pray with them also. It is good for the youth to have a familiar person present. In addition, it is the adult chaperone that will be going home with the youth; therefore, he or she can continue to pray for and with the youth at home if needed. If this is not possible, know that the prayer minister will encourage the youth and let them know that group leaders and chaperones are there for them, if need be.

Group Registration Information

Group Registration

Who can attend?

All Conference Guests **must attend in groups** - youth accompanied by Adult Chaperone(s); this can include parish groups, school groups, or parents and their children. **We do not accept individual registrations.**

Steubenville Youth Conferences are for high school youth: 9-12 graders. This includes those who will be entering Grade 9 in August 2026 up to those who graduated high school in June of 2026.

Adult **Chaperones must be at least 21 years of age.** Please review the Adult Chaperones section for additional requirements and policies.

Young Adults ages 19-20 are invited to attend the conference with your group. **They may NOT be chaperones, suffice your male chaperone requirement or be counted as youth.** As an alternative, they may attend with your group as "group assistants". All young adults attending with your group are required to be on your Adult Chaperone Affidavit Form.

When can I register my group?

Registration opens on Wednesday, January 21st, 2026 at 10:00 am MST. Registration will remain open until the conference sells out.

How to Register Your Group

Visit <https://archden.org/eflm/steubenville/>. Click "Registration Information"

- You will need to know the estimated total number of youth, young adults and chaperones attending with your group.
- Registration is done on a first-come, first-serve basis.
- No on-site registrations are permitted.

Pricing and Payment

Conference Pricing

Conference pricing is by individual and is the same cost for youth, young adults, adult chaperones, group leaders, Religious, Deacons and Seminarians. Registration includes conference admission and meals.

- Registration Fee: \$230.00/per person

Registration Payments

Deposits

A deposit is required within two weeks of the registration date to secure each spot. If the deposit payment is not received within 2 weeks of registration, you will risk losing the spot.

- Registration Deposit: \$50.00/per person
- This deposit is non-refundable and non-transferable

Remaining Balance Payment

The remaining invoice balance is **due by May 26th, 2026.** A 10% late fee will be charged if not paid by this date.

Payment Methods & Requirements

We accept the following forms of payment:

- Personal/Parish Check
- Money Order
- Credit card by calling 303-867-0614

Checks and Money Orders must be made payable to "Archdiocese of Denver". *There is a \$55 fee for a non-sufficient funds or returned check. The Archdiocese of Denver accepts U.S. funds only.*

Refunds

Fees, deposits, and all payments collected are non-refundable and non-transferable. Please reference our Important Dates & Deadlines to avoid additional financial penalties and/or late fees.

Important Registration Policies

Chaperone to Youth Ratio

Your group must have at least one male chaperone for every 7 male youth and one female chaperone for every 7 female youth (1:7).

- You may bring additional chaperones as you see fit.

Online Liability Form

To ensure the safety of all our conference guests and remain in compliance with the policies established by the Archdiocese of Denver and Franciscan University of Steubenville, all conference guests are required to have completed the Online Registration/Liability Release to attend a Steubenville of the Rockies Youth Conference. *More information is provided in the Group Leader section of this packet.*

Changes in Group Leader

While this is not standard practice, we understand that circumstances may arise in which a new Group Leader needs to take over responsibility for the group's trip.

- The current Group Leader must send the request to SteubenvilleRockies@archden.org copying the potential new Group Leader
- The new individual must confirm their willingness to take on all the responsibilities and duties of being the Group Leader.
- NOTE: All Liability forms must state the correct group leader's name; therefore, they may need to be redone in the event of a new group leader taking over.

Modifying your Registration

Adding Spots

A Group Leader may add spots at any time so long as a conference is not sold out. Please note:

- Send an email to the Conference office at SteubenvilleRockies@archden.org with the number of youth spots and/or adult spots you would like to add.

- If the conference is sold out, spots cannot be added, but you can be placed on a wait list.

Dropping Spots

A Group Leader may **request** to drop spots by emailing SteubenvilleRockies@archden.org. Please be aware of our registration fees and financial penalties for dropping spots by referencing the Important Dates & Deadlines in this packet.

Cancelling Your Registration

If you find that your group is no longer able to attend the conference, please contact us. Fees, deposits, and all payments collected are non-refundable and non-transferable. All cancellation and refund requests must be made in writing by the Group Leader.

Booking Hotel Rooms

The Gaylord Rockies Resort and Convention Center will be the home of the Steubenville of the Rockies Youth Conference, and we are excited to work with them to provide housing for your group! This is how it will work:

- You will reserve your rooms directly with the Conference Office, NOT with the Gaylord. We will be working directly with the Gaylord to book rooms for your group.
- Housing Registration will open on the same day as Conference Registration. Please be ready with the number of rooms you need.
- We have a limited number of rooms at the Gaylord Rockies Resort. Please submit this form with only the number of rooms you will need to house all your participants, considering Safe Environment guidelines.
- Please DO NOT reach out directly to the Gaylord to book hotel rooms.
- If you have any questions regarding this, please call us at 303-715-3252.

Steubenville of the Rockies Online Liability Platform

Every conference participant (youth, young adult group assistant, and adult chaperone – the group leader does not as it is included in the original group registration) must complete the online liability release form or admittance to the conference will not be allowed.

Online Liability Waivers

For the safety of all our conference guests and remain in compliance with the policies established by the Archdiocese of Denver and Franciscan University of Steubenville, all conference participants are required to complete the Online Liability Waiver. Please note:

- Registrations do not need to be printed, as the online platform allows the Conference Office the necessary access to the information therein.

Online Liability Waivers for the Steubenville of the Rockies Youth Conference are managed via a report emailed out to you daily from RegFox.

RegFox

This year our waivers have been moved to a different platform, RegFox. We have done this in an effort to capture more accurate information and offer reports we are hoping will serve as more convenient tools for you. This means that the process will be different from past years.

We assure you that RegFox is both safe and secure and is only accessible to those with the authority to do so in order to meet the needs of our conference participants.

Below is an outline of the changes:

- There will be 2 different links for liability waivers: one link is for the Parental/Guardian Consent Form & Liability Waiver, and the other link is the Field Trip Adult Liability Waiver to be used for Group Leaders/adult chaperones/Priests. **Please be sure to share the correct link with your participants.**
- Every day, beginning any day from March 25th to March 28th, RegFox will automatically send the Group Leader 2 separate emails, each with a spreadsheet (one with the parent/guardian information and one with the Group Leader/adult chaperone/priest information) showing who has completed the Liability Waivers for your parish, as well as the information each participant provided. Please see the section

titled 'Access to participant Information' for more information.

- **The emails will be entitled "Your RegFox Report is Ready for Download" and they will come from noreply@webconnex.com.** Please add this email to your Contacts and your Safe Sender List so that you don't miss an email.
- We know it takes time to get adjusted to a new system and during this time, I will be your contact with any questions you have as you are using the system. Please email us with any questions at SteubenvilleRockies@archden.org.

Deleting Forms

Our new system does not allow Group Leaders to delete forms. Once you determine you have a duplicate form, or a form with incorrect information, here is the process:

1. Start an email to SteubenvilleRockies@archden.org
2. Make the Subject Line: Delete Waiver
3. In the body of the email, list out:
 - a. Name of Participant
 - b. Attendee Type (if it was a Teen or Adult)
 - c. Parish Name
 - d. Reason for deletion – include here any notes on why you need to delete the form (example: parent typed in wrong email – this is the right email: ____)
 - i. Also, if the parent already filled out a new form, please let me know so I can delete the right form.

Note: We are relying on you to let us know when a form needs to be deleted to keep your report up to date. We will do our best to respond to these requests in a timely manner, but please allow for a few days for us to make the change.

RegFox Spreadsheets

Below are some important details to know so that you can use the spreadsheets as effectively and efficiently as possible.

- There will be a column on the spreadsheet titled: 'Parish Name' – Teen Waiver. If there is a 'NO' in this column, this means that the waiver has not been signed. In this case, the first step is to contact the participant and ask them to find their confirmation email. Their confirmation email should contain a 'Sign Here'

button that they can click on and sign their waiver.

- The spreadsheets will be sent out in .csv format. This allows anyone to save it in the program that they prefer. If you use Microsoft Excel, you may save it as an excel file. If you use Google, you can save it to Sheets as needed.
- We recommend that you customize these spreadsheets, **but NOT until all your participants have completed the form**, so you only have to customize it once. We will be sending out some helpful tips on how to customize the spreadsheets in the next couple weeks. These tips will help to make the most efficient use of your time. Stay tuned!
- Once all your participants have completed all their forms, you may go in and see what columns you can delete, so that you only have the columns you need. For example, the form allows up to 10 medication entries for each participant. If the participant with the most medication in your group only entered 5 medication entries, you can delete the columns that ask for entries 6-10, to reduce the number of columns.

Access to participant information

There are 2 ways that you will have access to the participant information using our new system.

1. Daily Spreadsheets

- a. Daily, beginning Tuesday, March 25th, the RegFox system will automatically send 2 separate emails to the On-site Group Leader, with a spreadsheet (one with the Parent/Guardian information and one with the Group Leader/Adult Chaperone/Priest information). These spreadsheets will show who has completed the Liability Waivers for your parish, as well as the data we collect, such as food allergies,

medical needs, emergency contacts, etc.

- b. **The emails will be entitled “Your RegFox Report is Ready for Download” and they will come from noreply@webconnex.com.** Please add this email to your Contacts and your Safe Sender List so that you don't miss an email.
 - i. **If you cannot find the emails, please go to your Spam folder, find the search bar, and type in 'noreply@webconnex.com'.** All RegFox emails should be displayed. Please make these emails as Safe so they can be sent to your Inbox folder.
 - c. You can use these spreadsheets to follow up with participants as needed. Please see the RegFox Spreadsheets section later in this email for more information.
- #### **2. Confirmation Emails for every participant**
- a. The On-site Group Leader email address will receive a copy of each of the participant's confirmation emails. These emails will contain all the information the participant provided into our waiver.
 - b. These confirmation emails can be printed for each participant, if you prefer to print them and put them in a binder to have with you during the conference weekend.
 - c. We recommend that you create a folder in your email inbox titled 'SOR Waivers' and as soon as you receive these confirmation emails, take them out of your Inbox and put them in the folder, so you can review them when you are ready. This way they do not take up space in your Inbox and are filed away together.
 - i. You can do this as well for the emails with the reports, since you will be receiving 2 daily. You can create a folder titled 'SOR RegFox report'.

Important Dates & Deadlines

- January 21st, 2026 – 10:00 am MST – Conference Registration Opens**
 - \$50 per registration Non-Refundable/Non-Transferable Deposits are due within 2 weeks of registration date
 - Regular Registration Payment Options: Check or Money Order
 - Able to drop/release/cancel any Regular Registrations prior to May 8th (\$50 non-refundable/non-transferable deposit still due for all Regular Registration – No refunds checks will be issued)
 - Registered groups may add Regular Registrations up until May 8th

- January 21st, 2026 – 10:00 am MST - Housing & Parking Registration Opens**
 - Housing registration will open on the same day as Conference Registration. It is important to note that housing is a separate form from Conference Registration
 - Room rate is \$230 per night, per room (\$460 total for the 2 nights of the conference)
 - Housing at the Gaylord is limited. If capacity is reached at the Gaylord, overflow housing will be provided

- May 8th, 2026 – Add/Drop Spots**
 - Any spots dropped by May 8th will only be charged the \$50 deposit fee. Spots dropped on May 9th and on will be charged the full cost of the conference, \$230 per spot. No exceptions.
 - You can let us know you need to drop or add spots by emailing us at SteubenvilleRockies@archden.org.

- May 8th, 2026 – Parking Passes Request Due**
 - Parking is \$10 per day/per vehicle (\$20 for the weekend). If you need to add more parking passes, please email us at Events@archden.org.
 - Parking for buses is complimentary, but it is limited and will be provided on a first-come, first-serve basis.

- May 9th, 2026 – Late Registration**
 - Full payment of \$240 due within 48 business hours of receiving electronic invoice
 - Late Registration Payment Options: Overnighted Check or Overnighted Money Order
 - Unable to drop/release/cancel any Late Registrations
 - Registered groups may add Late Registrations up until the conference sells out or up until the day of the conference

- May 12th, 2026 – Final Invoices are emailed out**
 - Your invoice will come via email from Rebecca.Johnson@archden.org on May 12th.

- May 15th, 2026, by 5:00 pm (noon) MST - ALL Liability Forms Completed in the Online Group Liability Platform**
 - Online Liability Forms should be completed online for all attendees by this date and time
 - Group Leader, Chaperones, Youth, and Youth Adult Group Assistants need to be listed within the Group Leader Platform
 - A \$150 late fee may be charged if any Liability Forms are missing within your Group Liability Platform
 - If you are unable to fill all your spots, please contact the Conference Office to ensure this fee is not applied
 - T-shirt sizes for all participants are taken from the Liability Forms each person must fill out. **Forms not completed by May 15th will not be guaranteed the correct size.** (Note: T-shirt cost is included in the registration fee)

- May 15th, 2026 – Youth Protection Compliance Affidavit Form DUE**
 - Signed Youth Protection Compliance Form Due with ALL Adult Chaperones and Young Adults included and cleared; a \$100 late fee may be charged if this form is received after the date listed above

- May 26th, 2026 – Final Payment Due**
 - Final payment must be received (not just postmarked) by the end of the business day. If paying by Check/Money Order, please plan accordingly
 - The following day a 10% late fee will be applied to any outstanding balances.

Conference Rules, Regulations, & Policies

Group Leaders, Chaperones, Young Adult Group Assistants, and Youth are responsible for understanding and adhering to all the rules, regulations, and policies.

Conference Attendance

List of Required Forms

Every group must have the following forms before attending the conference.

1. Online Liability Waiver – This is **NOT** a physical form. Completed by every person attending the conference.
2. Youth Protection Compliance Affidavit Form – Completed by the Group Leader and their Parish Pastor on behalf of EVERY Adult Chaperone and Young Adult – to ensure all are Safe Environment compliant.
3. Priest Letter of Suitability – If you are bringing a priest with your group and are outside of the Archdiocese of Denver, your priest must turn in a Letter of Suitability in order to attend.
4. Priest Registration Form – If you are bringing a priest with your group, they must fill out this online form, where they sign up to hear confessions and to concelebrate mass during the conference weekend.

If any of these forms are missing or are not completed, attendance to the conference will not be permitted.

Lanyards/Nametags

Lanyards and nametags will be provided upon check-in; they must be worn throughout the entire conference as it informs our staff that you are a participant of the conference and serve as your meal ticket. Our Safety Team will be monitoring that all participants are wearing these items to be granted access to our conference spaces (main event hall and dining hall). There will be a replacement fee if any of these items are lost during the weekend. See the 'Lanyards/Nametags' under the Conference Weekend section.

Adult Chaperones

Age and Safe Environment Policy

Adult Chaperones must 21+ and be Safe Environment trained and background checked to the specifications of his/her home diocese. Proof of such training must be presented to the Conference

Office via the Youth Protection Compliance Affidavit Form.

Chaperone Ratio Policy

Each group must have at least one male chaperone for every 7 male youth AND one female chaperone for every 7 female youth. You may bring additional chaperones as you see fit.

Young Adult Group Assistants

Young Adults ages 19-20 are invited to attend the conference with your group. **They may NOT be chaperones, suffice your male/female chaperone requirement or be counted as youth.** As an alternative, they may attend with your group as "group assistants". All young adults attending with your group are required to be on your Adult Chaperone Affidavit Form.

Concerning Priests

Free Admission for Priests

As a sign of our gratitude for their priestly service, we have waived the registration fee for all priests in attendance for those who assist throughout the weekend with a minimum of 2 sessions of the Sacrament of Reconciliation. Note: Housing costs are additional.

Testimonial of Suitability for Priests

Each priest visiting from outside the Archdiocese of Denver must submit a Testimonial of Suitability for Priestly Ministry in the Archdiocese of Denver, in order to be granted priestly faculties for the conference weekend. You can find a copy of this letter on our website:

<https://archden.org/eflm/steubenville/priests-and-religious/>. Please submit your Testimonial of Suitability Letter to the Conference Office via email at: SteubenvilleRockies@archden.org.

Sacraments

Priests may assist with the Sacraments throughout the weekend by signing up for desired time slots. Priest should bring their own alb, stole, and cassock, as we may not have enough to accommodate everyone. We kindly ask all deacons and seminarians to assist with adoration and mass.

On-Site Rules & Regulations

Expectations of Good Conduct

It is expected that EVERYONE will follow the direction of all posted rules, Conference Staff, Hotel Staff, Security, and Volunteers. Any instances of insubordination will be subject to appropriate discipline. The primary method of dealing with discipline problems, including inappropriate dress or speech, will be to work through the Adult Chaperones and/or Group Leader.

The Archdiocese of Denver and Franciscan University of Steubenville and the Conference Office reserve the right to handle disciplinary situations in a way that best serves the overall conference, including removal of a guest/group from the conference without warning.

General On-Site Rules

- Chaperones must know where their teens are at all times.
- Children other than the conference attendees are not permitted as the teens in attendance must be the priority of Group Leaders and Adult Chaperones.
- No drugs or alcohol. If any are found, the conference guest/group can be subject to immediate expulsion.
- No smoking. Colorado Law requires smokers to be at least 18 years old and 30 feet from any buildings. All smokers must be of age and the appropriate distance from all buildings.
- Property Damage. The party responsible will pay for full repair/replacement costs.

In the General Session

- Conference guests should refrain from running and keep aisles clear.
- No one is permitted to go on the stage unless invited by the Host or a Speaker.
- Conference guests are to refrain from standing on, folding, or moving chairs.

Housing Rules

- When returning to hotel rooms in the evening our golden rule is: Once we exit the elevator, we are SILENT. There are other guests of the hotel enjoying their vacation. Be respectful of their sleep.
- All housing arrangements must be gender specific; no person of the opposite gender may enter at any time.
- Notice and obey posted signage.

- Lights out and quiet hours begin at midnight in the Convention Center – Do not leave the hotel rooms and be respectful of those trying to sleep.

Appropriate Dress and Speech

All conference guests are expected to dress in a fashion that represents modesty, respecting other conferences guests, staff, and our Lord. It is the Group Leader's responsibility to communicate the following expectations beforehand and, with the assistance of their adult chaperones, to enforce them during the conference.

- Clothing must cover all undergarments and midriffs.
- Bikini tops, low cut tops, miniskirts, short shorts, or other inappropriate attire are not permitted.
- Gentlemen are required to wear shirts at all times.
- Shoes are to be worn at all times.
- Clothing that displays profane or offensive messages or images is not allowed.
- All conference guests are expected to use positive and up-lifting speech.
- Foul and abusive language will not be tolerated.

Allergies and Dietary Needs

All allergies (food, medical, etc.) and dietary needs are to be recorded on the Online Liability Waiver.

The Gaylord Rockies Resort will do their best to accommodate all major allergies. If have any questions, please email us at Events@archden.org at least 2 weeks prior to arriving on-site so that we can most effectively meet your needs.

On-Site Safety

Security

For the safety of all participants, the Ballroom will be under a "lockdown" and closed to the general public during the entire conference weekend. People who are not attending the conference will not be permitted to enter the Ballroom unless cleared by Conference Staff. Only those wearing lanyards and name tags will be allowed access.

Emergencies

In case of emergency, always listen to our staff & security personnel. If you discover an emergency situation, please contact the nearest staff member.

The Conference Weekend

Check-in

Check-in will be on June 19, 2026, from 1:00pm to 5:00pm at the Gaylord Rockies' Convention Center. The Group Leader will check-in for the entire group. To prevent confusion, the rest of the group MUST wait away from the check-in area.

Parking

Parking passes are required to park at the Gaylord Rockies Resort and Convention Center property. These passes must be requested by the Group Leader for the entire group when filling out the Housing Request Form. Parking is \$10 per day/per vehicle. Parking for buses is complimentary, but it is limited and will be provided on a first-come, first-serve basis. Parking fees will be included on the housing invoice you receive after the conference from the Conference Office.

Lanyards & Nametags

Lanyards & nametags will be provided to your group leader at check-in; these must be worn throughout the entire conference. Without a lanyard and nametag, you will not be permitted into any conference venues.

1. Lanyards/nametags – these will serve as your name badge and will display your group's name. It will also serve as your meal ticket. Everyone must wear his/her lanyard and nametag at all times.

Admittance to sessions and meals will not be permitted without a lanyard and nametag.

- If a lanyard and/or a nametag is lost or broken, you must get a new one immediately.
- New lanyards may be obtained at the Information Desk (located directly outside the Ballroom)
- There is a \$10 fee for replacing lost or broken lanyards/nametags. These fees must be paid at the information desk.
- Lanyards/nametags will double as your meal ticket.

Meals

This year meals will be served in either the Exhibit Hall or the Colorado Ballroom. We will inform you at check-in where you will be assigned to go during mealtimes. Mealtimes are worked into the schedule throughout the conference.

First Aid

Minimal First Aid will be offered. The Archdiocese of Denver will not provide or distribute any medication of any kind. Cots will not be offered. If anyone feels ill, they need to return to their hotel room, youth must go with a chaperone or return home.

Additional Conference Weekend Information

General Session Entry and Assigned Seating

Each group is assigned seats within the General Session; be sure to reference the seating chart on the Steubenville Conference Phone App. If you are struggling at any time to find your assigned section, please ask a volunteer for assistance.

Marketplace

The Marketplace, located in the Exhibit Hall designated Marketplace, will be open throughout the conference but will be closed during mass and adoration.

Lost and Found

Lost and Found will be located at the Information Desk (outside the main Ballroom). If you realize after the conference that you lost something, email SteubenvilleRockies@archden.org within two weeks to claim your item(s).

Cell Phone App

Why did we create a Conference App?

In the summer of 2017, we introduced our first Steubenville Conferences Phone App. The use of an app came about out of the desire to better meet the youth of today where they are in this society. Because technology is so prominent today, we want to utilize this app to speak to and redeem the culture in which teens find themselves. We hope to take this opportunity to teach them of the importance of balance and moderation and how to use their cell phones and social media for good. Because the teens are constantly on their phones at home, our hope is that this message will continue into their lives beyond the conference weekend. We will encourage the hosts on Friday night to emphasize the importance of not being on their phone all weekend, the last thing we want is for this to serve as a distraction.

How to Download

Even if you choose not to use the app on the conference weekend, we encourage you, and your youth, to download the app after the conference, as there are many tools that will help them to grow in their faith and continue on this journey towards heaven.

1. Access the Steubenville Conference App by downloading the "myParish App" from the iTunes/Google Play Store.
2. Once downloaded, click "Find a Parish" and type in "Steubenville of the Rockies".
3. Allow push notifications to get updates throughout the weekend.
4. All information pertinent to the conference weekend is accessible through the app!

For those without phones...

Please be assured that we have considered those who do not have a smart-phone or those groups that do not allow phones on the weekend. While we strongly encourage your youth to utilize the app, if you have decided that it is best for your group if they do not have access to their phones, we respect your decision to not allow cell phones. For this reason, each lanyard contains a minimalized schedule that participants may follow. We would never want people to be at a disadvantage for not having a smart phone.

Suggested Packing List

For All Conference Guests

- Toiletries
- Clothes: Enough for two days
 - Clothing must cover all undergarments and midriffs.
 - Bikini/crop tops, low cut tops, miniskirts, yoga pants, and short shorts are unacceptable.
 - Inappropriate or profane attire is not to be worn at the conference.
 - Shirts and shoes are to be worn at all times.
- Water bottle

- Bible, notebook, and pen
- Backpack/bag
- Travel Sized Tissues
- Snacks
- Sunblock

- Any Medication needed (in original bottle with name and marked with dosage.)

Optional Items

- **Spending money**
To visit the Marketplace and or purchase snacks!