

**Archdiocesan Building Commission
Preparation Materials for ABC
&
Basic Parish Presentation Outline**

Generally, more than one parish is scheduled for attendance at a given monthly ABC meeting. A parish has 30-45 minutes to make the presentation (see outline below). The specific amount of time is stated in your confirmation letter which is mailed to the parish one week before the scheduled date. The confirmation letter also includes all the logistical information.

Preparation of Materials

- *Depending on where you are in the process, send sketches/drawings, discernment report, or master plan, **cost estimates on the Archdiocesan form**, and **timeline/schedule** to the Property & Construction Office before or no later than Wednesday morning of the week prior to your scheduled ABC meeting:*

If possible, have one set of sketches/drawings (or selected pages from the set of blueprints) reduced on 11"x 17" paper. The Archdiocesan Renovation Budget Worksheet is required for the cost estimate information and is usually filled out by the architect and/or other consultant(s). Feel free to send accompanying breakdown or itemization of dollar amounts that you have reported on the Archdiocesan budget worksheet.

- **Along with the above materials, if the project is in the design development, send a SET OF THE DRAWINGS to Property & Construction Office, or if the project is in the construction documents phase, send a SET OF THE DRAWINGS AND SPECIFICATIONS. If you unable to deliver the big set with the smaller packet of materials, please deliver no later than the Tuesday before the scheduled ABC meeting** so ABC members can review them prior to the meeting.

Sample Presentation Outline

- ***Introduction:*** brief introductions of ABC members and parish representatives
- ***Description of Project by Parish Representatives, Architect, etc., may include any of the following:***
 - scope/purpose of the project
 - brief summary of parish background information/history
 - brief summary of pertinent parish/school statistics
 - brief summary of needs of parish/school
 - solutions/decisions
 - where currently in the process
- ***Presentation of discernment report, preschematics, schematics, or construction documents***
- ***Review of any current or revised cost estimates***
- ***Review of project timeline***
- ***Ask any questions or advice you need/want***
- ***Dialogue between parish representatives and ABC members***
- ***Conclude the parish presentation by stating what you request of the ABC***
- ***Letter follows with ABC recommendations/suggestions***