

Procedures for including Fellowship/Events on the calendar

Complete "Information Sheet" (available at the office) preferably at least 3 months in advance

- Fellowship Comm. will review the request and attempt to fit it into the calendar at their next committee meeting
- Fellowship Comm. will advertise for help required, if any, in the church announcement sheet, bulletin board and/or web site
- Fellowship Comm. will assist with suggestions covering costs, promotion and moral support
- Fellowship Comm. will provide evaluation sheets for organizers and participants
- If a coordinator is required, Fellowship will attempt to fulfill the request within two months or advise the submitting person/committee