

GUIDELINES FOR RESERVATIONS AND SET-UP FOR CHURCH ACTIVITIES

The following guidelines are presented as an aid to those who are responsible for the scheduling and follow through on all church activities:

1. All church activities should be scheduled at the scheduling meeting in January (any additional activities should be placed on the master calendar in the office as soon as a class, department, or committee makes this decision...or removed if canceled.) Conflicting activities should not be scheduled unless no other alternative is available (unfair for minister or staff to make choices of which to attend). This applies not only to social activities but also important committee meetings! Always check the master calendar before a date is set and publicized. Nothing should be scheduled when an all-church activity (i.e., fellowship dinner, Spring Tea, bazaar, etc.) is involved.

2. Set-up and information procedure:

A. All activities that occur once a month should have a basic set-up on file in the church office (i.e., D.W. luncheon, S.A.L.T., etc.). This remains the same all year unless otherwise changed by the chairperson. Included on this set-up sheet are:

- 1.) A basic set-up for approximate number of reservations. (Any changes should be made in a timely order to allow for the set-up to be changed.)
- 2.) Type of program and equipment required, placement of mike, piano or organ, lighting, stage (if needed) and the time when the tables will be set and decorations put on.

B. Any class or department should have one person responsible to get the above information to the church office before Friday preceding the week of the activity, signed by someone to be contacted in case of questions.

3. Reservations:

A. The Church Hostess will call the Church Office to retrieve the number of reservations. This schedule will allow ample time for shopping and advanced preparation.

B. For all-church dinners (fellowship), reservations should be secured and tabulated early enough for the church hostess to plan effectively. It works well for sheets to be passed in the Church School classes for these dinners the two Sundays prior to the date. A representative of the Membership Department should be responsible for compiling the reservation list for fellowship dinners. Any dinner activities on a Monday should have reservations reported by Friday noon. Sunday before a Monday night dinner is too late for the bulk of the reservations. Some may be added at this time, if possible!

C. Any organization using the kitchen should contact the church hostess before the

1 event regarding their needs.

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- 3 D. Organizations not requiring the assistance of the church hostess should be
- 4 responsible for securing their own reservations. However, they should be reported
- 5 to the church office (see 2A) for set-up purposes.
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