

TO: Council and Chairs of Committees
FROM: Presbytery Meeting Planning Team
DATE: March 8, 2012
RE: Deadlines for April 2012 Presbytery Meeting

IMPORTANT!!! IMPORTANT!!! IMPORTANT!!!

THESE DEADLINES ARE CRITICAL!

REMINDER! Deadlines for the April 14, 2012 Presbytery meeting are as follows:

- Docket time request deadline: **March 19, 2012**
- Packet report deadline: **March 29, 2012** (email **FINAL** copies to Laurie)
- Display request deadline: **March 30, 2012** (please follow the policy for displays at Presbytery meetings on our web site)
- Multi-media deadline: **March 30, 2012** (send media to Bre at bvandorpe@salempresbytery.org)
- Packet online: **April 5, 2012** (by the end of the day)

PROCEDURE FOR DOCKET REQUESTS, from CHAIRS ONLY:

- All requests and reports must be in **ELECTRONIC form in MS Word** to:

Laurie Scott – lscott@salempresbytery.org

NOTE: Docket time requests from Committees Chairs are considered carefully and determined/assigned as the Presbytery Meeting Planning Team and the Council reviews the Docket schedule in its entirety.

Thanks for your assistance in making the meetings more effective and run more smoothly.

**Laurie Scott
Senior Administrative Assistant
Salem Presbytery**