

TO: Council, Chairs of Committees & Function Groups
FROM: Presbytery Meeting Planning Team
DATE: August 28, 2008
RE: Deadlines for October 2008 Presbytery Meeting

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

THESE DEADLINES WILL BE ADHERED TO!!

REMINDER! Deadlines for the October 21, 2008 Presbytery meeting follows:

Docket time request deadline:	September 18, 2008 (nothing can be requested after this date-estimate if you don't know exactly)
Display request deadline:	October 6, 2008 (please follow the policy for displays at Presbytery meetings on our web site)
Packet report deadline:	October 6, 2008 (email FINAL copies to Pat)
Packet online:	October 13, 2008

PROCEDURE FOR DOCKET REQUESTS, from CHAIRS ONLY:

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

Pat Freiberger pfreiberger@salempresbytery.org

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

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

**PAT FREIBERGER
SENIOR ADMINISTRATIVE ASSISTANT
SALEM PRESBYTERY**