

TO: Council and Chairs of Committees
FROM: Presbytery Meeting Planning Team
DATE: May 18, 2009
RE: Deadlines for July 2009 Presbytery Meeting

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

THESE DEADLINES WILL BE ADHERED TO!!

REMINDER! Deadlines for the July 18, 2009 Presbytery meeting follows:

Docket time request deadline: June 16, 2009 (nothing can be requested after this date-estimate if you don't know exactly)
Display request deadline: July 2, 2009 (please follow the policy for displays at Presbytery meetings on our web site)
Packet report deadline: July 2, 2009 (email **FINAL** copies to Pat)
Packet online: July 10, 2009

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 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**