

St. Nicholas Orthodox Church
HOW TO SCHEDULE AN EVENT

Please be certain to follow these guidelines when scheduling events (regardless of location):

- Check the [church calendar](#) to determine if your proposed event overlaps with a posted event.
- Call Keith to share the proposed date & time—ask that a “hold” can be placed on this date & time.
- Complete one of the following Google Forms; [[Activity](#)] or [[Meeting](#)].

Please distribute these scheduling guideline to each committee leader/chair within your Ministry.

SUBMITTING ANNOUNCEMENTS:

Please be certain that each announcement submitted contains the following information:

- Title of the event (if applicable)
- Name of the group hosting the event
- Date
- Time
- Location
- Event details

Notes:

1. Please be certain that announcements are written in complete sentences and PRINT READY.
2. Submission Deadlines:
 - a. E-Newsletter-Noon on Tuesday
 - b. Sunday Bulletin-Noon on Wednesday
3. Include announcements on the Google Form or Email it to: keith@stnicholasgr.com
4. Google Forms are located on our St. Nicholas Website under the “Parishioner” tab.