SJBC Program Planning Form

Program: _____

Date: _____ Time: _____ Location: _____

~~Theme:~~ _____

Scripture: _____

Budget: _____

General Ideas:

Tasks:

Committee Members:

Important Planning Dates:

3 months prior to program: Meet with Steering Committee (in person or via phone) to discuss your plans
Give Guest Speaker Request form to Rev. Tait (if applicable)

3 weeks advanced notice for correspondences (churches), The NK/CC Chronicle – see Clerk

2 weeks prior to program: Notify the Finance Committee if you have a speaker. Please provide name of speaker and if he/she is ordained.

2 weeks advanced notice for Callem Alls and bulletin inserts – see Clerk

Announcements should be turned in no later than the Wednesday before your announcement.