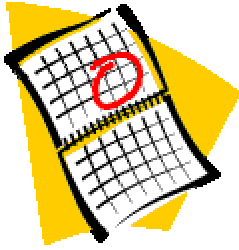
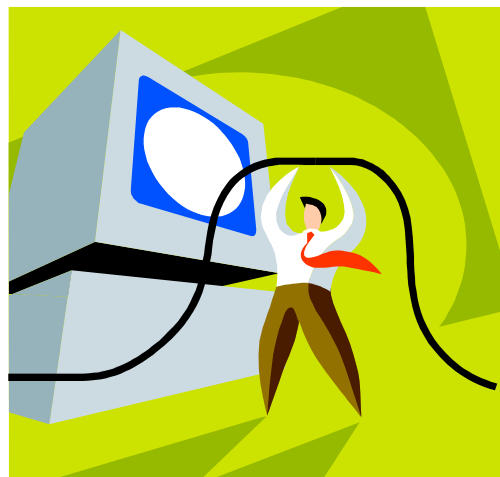


Announcing



CHURCH CALENDAR NOW AVAILABLE 24/7

Check it
out at a
Computer
near You!



www.pittsfordpres.org

CHURCH CALENDAR NOW AVAILABLE 24/7

- ★ Web-Calendar mirrors all the Good Works in the life of our congregation for everyone to see ★
 - ★ Reduces scheduling conflicts ★
 - ★ Provides visible confirmation of approved event requests & any changes ★
 - ★ New option for space planning with set-up and clean-up times now available ★
 - ★ Off-site meeting announcements now available on the website calendar ★
 - ★ Web Press Releases on the Home Page for News and Events ★
 - ★ Coming Soon – Subscriptions ★

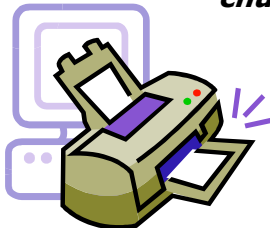
Events and all changes can be requested in four ways:

1. Complete the on-line event Request Form
see www.pittsfordpres.org > About Us > About Our Calendars
2. Email Doris.Goodemote@pittsfordpres.org
3. Fill out a hard copy Event Request Form available in the office
4. Telephone the office (585) 586-5688



Please make all requests at least two weeks in advance; event requests will be responded to within 2 business days; approval may take up to one week. Only approved events will be placed on the Web Calendar. Some events may take place at another location. Once an event is approved and posted on the web calendar, please double check event details for accuracy before announcing the event or change. Doris Goodemote, Church Office Administrator, will maintain and update the Web Calendar.

Remember the web calendar can be viewed at anytime from a computer in the church office or at home with internet access.



Printed calendars are available from the website 24/7; a hard copy can also be obtained from the office. A calendar printed from the website will be posted in the office and the weekly calendar will continue to be printed in the Sunday bulletin. Note: The church's official calendar is the on web-site so it can be viewed by all congregants, affiliations and guests.

All outside groups (Class 3 – Hosted, Class 4 – Other) should continue to refer to “User’s Guide to the Building Use Policy” and the “Request to Use Church Facilities Form” available through the church office.

When scheduling an event, have you thought about...

- ❖ Checking the “Scheduling Calendar” for events before, after and during the event requested?
- ❖ Which rooms, places your group will need, or possibly walk past or through (noise consideration)?
- ❖ Parking issues and informing the attendees about their best options?
- ❖ Submitting set-up diagrams to Ernie, Church Sexton (tables, chairs, parking cones, etc.)?
- ❖ Room set-up and clean-up needs, what about the events the day before and after?
- ❖ Including a well written description of the event with contact information, noted exceptions, and/or websites for attendees to find more information (ie, www.jasy.info, www.rochesterhabitat.org, etc.)