

FAIRWAY OFFICE INFO & LEAD TIMES

Leigh Ann - Leighann@fairwaycc.org (Mon - Fri)

Jeanne - Jeanne@fairwaycc.org (Mon - Fri)

Mary - mfancher@fairwaycc.org

Event Registration:

For regular type events, the Jotform will be posted **4 weeks in advance of the event.**

For special events to be identified and staff approved ahead of time for outside events that require deposit well in advance (Mission trips, Day/Overnight Trips, etc.), the Jotform will be posted **6 weeks in advance.**

Advertising:

Bulletin: All items must be in to Jeanne by **Thursday noon for the next week's bulletin.** Events will be advertised on the same time line as listed above for the Jotform posting. Bible studies needing books ordered will also go out earlier than 4 weeks so that books will be here in time for the study.

Inserts: Please schedule your request for special inserts 2-3 weeks ahead so we don't have too many in the same week. Requests to Jeanne.

On Screen Announcements: All requests should be in to Jeanne same time line as bulletin.

Newsletter:

Items and articles for the Newsletter should be in to Leigh Ann **by the 20th of the month** for publication for the following month. If items are not in by that date, they may not appear in that month's issue.

Copies:

Please **fill out one of the media forms in the mailroom**, paper clip to your master and put in Mary or Leigh Ann's mailbox (or hand to whoever is at the Reception Desk). **You can also email your requests to Leigh Ann or Mary along with a digital copy of what you are needing copied.**

Copy requests should be turned in **a week before you are wanting them** so we can work it into our everyday duties. If other print jobs are being done, items will be copied in order of priority.

We realize that occasionally last minute items come up that need to be copied. We will work with you in this situation.

NOTE: BULLETIN & NEWSLETTER ITEMS MAY BE EDITED DUE TO SPACE, AS THE CHURCH AND ACTIVITIES GROW AND INCREASE, SO DO THE ADVERTISING NEEDS.

For Kitchen Supplies:

Due to difficulty in finding some items and then uncertainty in shipping, we would prefer **at least two weeks notice** if you find you need something for the kitchen to ensure we can get it in on time.