

# Master Calendar Procedures

## I. Purpose of the Master Calendar

### A. To collect event data and distribute accurate information in a timely and efficient manner.

1. Forms will be used to collect event data and provide a checklist for capturing all relevant data
2. The forms will provide a mechanism to distribute that information on a "need to know" basis in an efficient manner.
3. The forms will provide a method of fixing accountability for notification

### B. To reduce the effort in maintaining multiple calendars for different purposes

1. A Master Calendar can be maintained so that is possible to print it in different formats for different purposes.
2. Data will be collected and added to the Master Calendar only once, minimizing the possibility of errors occurring whenever data is transferred from one medium to another.

### C. There will be one source of "Official" information when events are being formulated

## II. The Calendar Event Forms

### A. There will be 2 forms for use in adding events to the calendar

1. One Time Event Form
  - i. Used for Events that do not repeat more than annually
  - ii. Will have a distinct color
2. Recurring Event Form
  - i. Used for events that recurr, such as standing committee meetings.
  - ii. Need only submit once and will stay in effect until cancelled or revised.
  - iii. Will have a distinct color

### B. The Event Sponsor will prepare the form and submit to the Office

### C. The submitter will be notified of scheduling conflicts ASAP

1. The submitter will be asked to modify the event date, time or location or

2. If that is not possible, the parties in conflict will be asked to negotiate with each other for modification.
3. If the conflict cannot be resolved by negotiation, the Church Council will settle the dispute.

### **III. The Calendar Process**

#### **A. Office Staff will record the data and check off as completed**

1. On the Master Calendar
2. On Staff Calendars, as appropriate.
3. On Room and Equipment Reservation calendars

#### **B. Office Staff will Publish the calendar data**

1. The Master Calendar
2. Newsletter
3. Bulletin
4. Outdoor sign (given to volunteer)

#### **C. Office Staff will notify others, as requested**

1. Montessori School, if event affects them
2. Others upon request

#### **D. Office Staff will file the original documents in an OFFICIAL CALENDAR BINDER for future reference.**

1. One Time events will be filed by Month
2. Recurring Events weekly will be filed by Day of Week
3. Recurring Events monthly will be filed by or Week of Month
4. Recurring Events quarterly will be filed by month of next event