

Vanderbilt Presbyterian Church

What	Initial Contact	Deadline
✓Print		
Order of Worship Service Sunday Worship Service	Deidra Huff. Email copy to d_huff@vpcnaples.org You will receive an email confirming receipt of copy.	Copy due by 4 pm Friday a <u>week</u> prior to the worship service
The Bulletin Weekly church news distributed on Sundays	Deidra Huff. Email copy to d_huff@vpcnaples.org You will receive an email confirming receipt of copy.	Copy due by Noon Tuesday for the upcoming Sunday
The Bulletin —Insert Weekly bulletin insert distributed on Sundays	Contact Deidra Huff at 597-5410 x 224.	Upon staff approval, copy due by 4 pm Friday a <u>week</u> prior to the service. *Insert should be placed on the insert schedule minimum <u>one month</u> in advance of publication.
Worship service listing for weekly Usher, Communion Servers, Acolytes, Liturgists	Susan Frost, s_frost@vpcnaples.org Or 597-5410 x 216 Preferred as an email	By Noon Tuesday For the upcoming Sunday
Flowers on the Chancel	Susan Frost, s_frost@vpcnaples.org Or 597-5410 x 216 Preferred as an email	Sign up year round (at least a <u>week</u> prior to the service) on the Chancel Flower board located outside Dr. Thompson's office.
Session Reports Monthly	Susan Frost, s_frost@vpcnaples.org Or 597-5410 x 216 You will receive an email confirming receipt of copy.	4 pm Friday 10 days preceding monthly Monday meeting.
Annual Report Distributed in February	Deidra Huff. Email copy to d_huff@vpcnaples.org You will receive an email confirming receipt of copy.	TBA
Newsletter Articles The Spire Monthly News	Deidra Huff. Email copy to d_huff@vpcnaples.org You will receive an email confirming receipt of copy.	4 p.m., no later than the 15th of the month preceding publication. <i>Upon request, a monthly "email due date reminder" is distributed via email. To be included in this email group, send a request to Deidra.</i>
Brochures	For assistance, contact Deidra Huff	Minimum one month prior to distribution
AIM Class Welcome letters	Susan Frost, s_frost@vpcnaples.org Or 597-5410 x 216 You will receive an email confirming receipt of copy.	

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What	Initial Contact	Deadline
✓Electronic		
Electronic Version of Newsletter Available via email in Fall 2006	To request an electronic version of the newsletter, complete the yellow Update Card & return to the box located at the Front Receptionist desk or submit info through the web site Contact Form.	N/A
Web Site www.vpcnaples.org	Deidra Huff. Email copy to d_huff@vpcnaples.org	Flexible Copy uploaded usually within one week of submission.
VPC eNews Sign up for monthly eNews via the church website.	Deidra Huff at 597-5410 x 224 or d_huff@vpcnaples.org	Flexible
✓Spoken		
Verbal Announcements during Sunday Service	Susan Frost, s_frost@vpcnaples.org Or 597-5410 x 216 Preferred as an email	By Noon Tuesday for the upcoming Sunday.
Minute for Mission	Susan Frost, s_frost@vpcnaples.org	Upon staff approval, minimum two month advance notice.
Phone Tree	TBA	TBA
✓Supplies		
Office supplies for church events.	Susan Frost, s_frost@vpcnaples.org Send email with supply request and details.	Min. one month to allow for shipping.
Kitchen supplies	Kitty Towner, k_towner@vpcnaples.org	
✓Calendar		
Calendar Updates/Changes & Event Diagrams	Deidra Huff. Email event & calendar updates & changes to d_huff@vpcnaples.org Preferred method: Log in to church website member side. Submit request via calendar event request.	Email calendar updates/changes <u>min.</u> two weeks. Event diagram is due two weeks prior to event. Large church events, dinners and programs should be requested during the bi-annual calendar time frame.

