

Date: July 22, 2008

To: Board or Trustees, Committee and Task Force Chairs

From: Pam Himeles, Alice Kintisch, Sara Losch

Subject: Additions, Deletions and Changes to the Barnert Temple Calendar

Maintaining a balanced and exciting calendar of meetings and programs is something we must all strive for. One of the challenges in doing so is the frequent need for Temple Committees or task forces to make changes to the Temple Calendar. These changes are inevitable.

In order for every group to be both informed and supported, all chair-people are required to use the enclosed form when they need to make *additions, deletions or changes* to the Temple Calendar. The form must be given to Alice, in the Temple Office, before any change of plans is finalized.

When there is a proposed calendar **addition or change**, the following process will take place:

- Alice will check that the proposed date and time is available, and that there is a room available for the event.

- If the addition is a class or program (rather than a meeting), Pam will review the proposed addition and ascertain whether further discussion is needed before it can be added to the Calendar (e.g., Is a budgetary discussion needed by the Executive Board? Are other similar programs being offered around that same time?)

Thank you for your cooperation in helping us maintain the most up-to-date and user-friendly Calendar that we can have.

Request to Change/Add to Temple Calendar

Please complete this form and return it to Alice, in the Temple Office, as soon as you determine that you need to make a change to the Temple Calendar.

Committee: _____ Today's Date: _____

Name: _____ Phone: _____

Name of event/program: _____

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If Date Change or Deletion:

Original date: _____ Check: Deletion Change

If change, new proposed date: _____

Comments: _____

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If New Program or Meeting to Be Added to Calendar:

Date of event: _____ Time: _____

Description of event: _____

Set-up needed (tables, chairs, refreshments, etc.): _____

Expected number of people attending: _____

Preferred room for event: _____

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For Office use:

Added to/changed Calendar: Yes _____ No _____

Comments: _____
