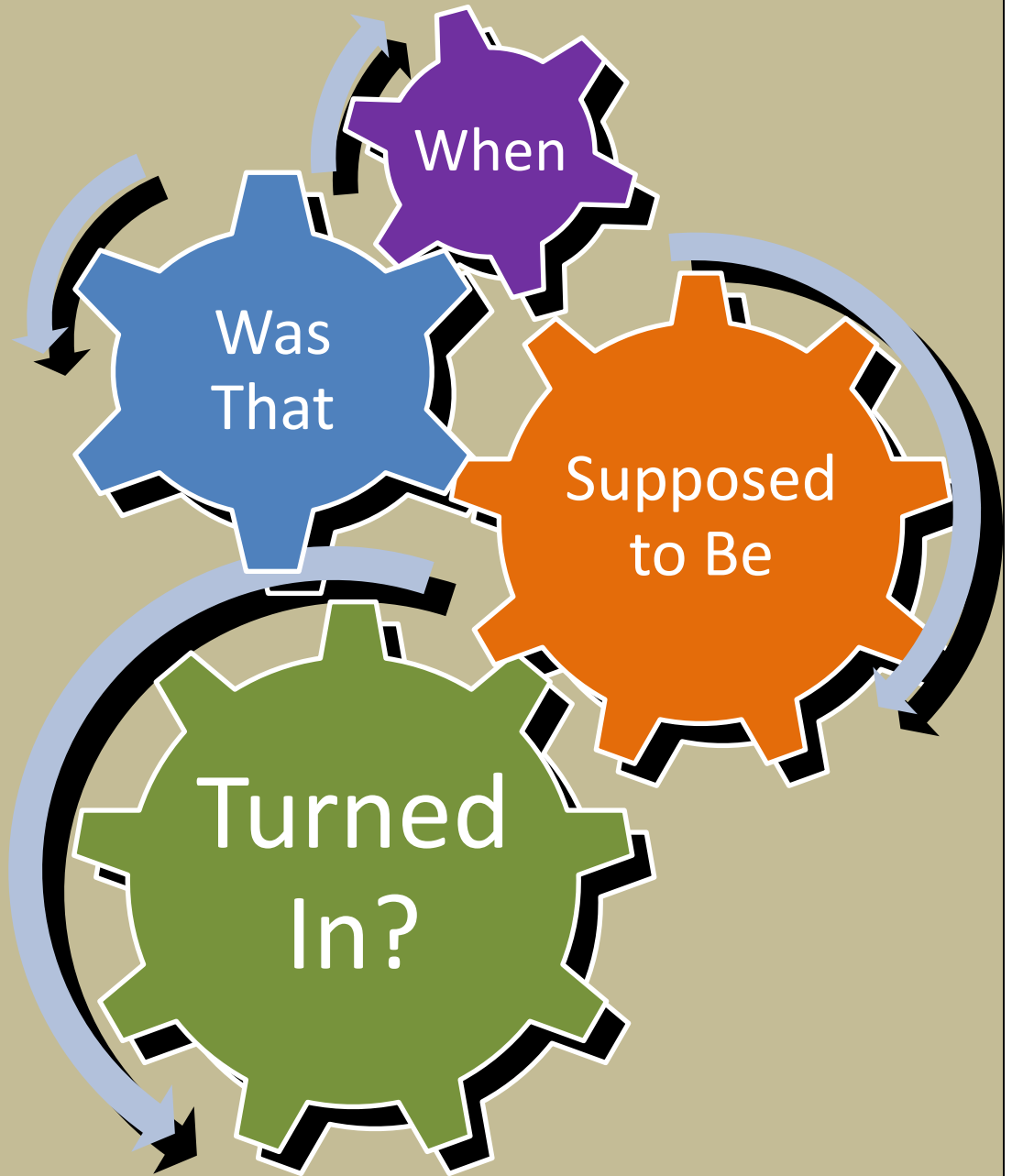


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The Green Acres Guide to Deadlines and Due Dates

What	When	How	To Whom
Sunday Morning Bulletin & IMAG Information			
Sunday Morning Bulletin and IMAG Announcements	10:00 a.m. FRIDAY 10 DAYS BEFORE the desired display date <i>(may be adjusted for holidays)</i>	<u>Email Only</u> The words "IMAG," "Bulletin," or "Worship Folder" should be included in the email Subject Line along with the DATE to begin display	Ken Warren KenW@mail.gabc.org
Information/Materials to be distributed with the SMBS rolls. (Only a limited amount of information will be distributed each Sunday)	2 WEEKS prior to the Sunday	Call or Email	Pam Rose 903-525-3249 pamr@mail.gabc.org
Events and Facilities			
Request for EVENT DATE & TIME, ROOM RESERVATION, OR ROOM SETUP	2 WEEKS before the event	Event U or Email	Debbie Fisher Debbie@mail.gabc.org
Change of EVENT DATE & TIME, ROOM RESERVATION, OR ROOM SETUP	48 HOURS before the event (10:00 a.m. Friday for Sunday)	Event U or Email	Debbie Fisher <u>ONLY</u> Do NOT make change requests directly to Facilities Personnel
SMBS Setup Changes	2:00 p.m. Wednesday for the following Sunday	Email or Memo	Pam Rose PamR@mail.gabc.org
Requests for Scheduling of MAIN WORSHIP CENTER & Worship Center Media Support	1 MONTH before the event	Event U • AV Request Form	Debbie Fisher • Laurie Kirkley LaurieK@mail.gabc.org
Sunday Display Table in Worship Center Foyer	Wednesday for the following Sunday	EventU or email (Check with Debbie Fisher for display guidelines)	Debbie Fisher Debbie@mail.gabc.org
Facilities Management Services			
EMERGENCY Maintenance Requests (broken water pipe, non-working AC, overflowing toilet, etc.)	Immediately	Phone Call	Roy Sulser 903-525-3228 Tony Causey 903-525-1108
NON- EMERGENCY Maintenance Requests (Repair/assembly of furniture/equipment, transporting items, light bulb replacement, etc.)	36 Hours before if needed by a certain time. Otherwise it will be done as the schedule permits.	Email	Tony Causey tonvc@mail.gabc.org AND CC: to both: Clement Ohio clemento@mail.gabc.org Roy Sulser RoyS@mail.gabc.org
Retreat Center			
Retreat Center Reservations	Cancellations due 48 hours prior. Ministries will be charged for all cancellations less than 48 hours before the event.	EventU, then send reservation form to Recreation	Lynda Ragan lyndar@mail.gabc.org Debi Peters debip@mail.gabc.org

What	When	How	To Whom
Vans & Trailers			
Van & Trailer Reservations	1 WEEK before date needed	Event U Or Email	Robin Smith (Robin@mail.gabc.org)
Changes, Corrections or Cancellations of Van Reservations	48 HOURS before event	Event U or Email	Robin Smith
Special Van & Trailer Loading Requests	48 HOURS Before Needed	Email or Memo	Roy Sulser (RoyS@mail.gabc.org)
Missions Ministry "Fun Wagon" (concession stand trailer)	2 WEEKS before date needed	Email or Phone 903-525-1112	Andria Horton (andriah@mail.gabc.org)
Childcare			
Request for Childcare for an event (<i>See Childcare Policies for full explanation</i>)	2 MONTHS before event	Childcare Request Form	Lanette James
Parent Reservations for Childcare (<i>See Childcare Policies for full explanation</i>)	5 DAYS before event	Children's Welcome Desk or Online	Kay Thanisch
Printing & Print Shop Services			
Request for Printing: 1-2 Colors, stationary, letterhead, business cards	2 WEEKS before the desired date of completion	Work Order	Paula Ayers (PaulaA@mail.gabc.org)
Request for Printing: full color, brochures	1 MONTH prior to deadline	Email & Work Order	Paula Ayers (paulaa@mail.gabc.org) Lori Cooper (Loric@mail.gabc.org)
Original logo design & artwork	1 MONTH prior to deadline By appointment	Email & Work Order	Lori Cooper (loric@mail.gabc.org)
Monthly Newsletters: full color	6 WEEKS prior to deadline By appointment	Email & Work Order	Paula Ayers Lori Cooper
Advertising or Promotional Campaigns	6 WEEKS prior to deadline	Email & Work Order	Paula Ayers Lori Cooper
Photography	At least 3 DAYS prior to event By appointment	Email or Call	Paula Ayers 903-525-1166 (paulaa@mail.gabc.org) Lori Cooper 903-525-1171 (loric@mail.gabc.org)
Surveyor Magazine	All Surveyor text and photos are due on the day of the published deadline for each issue.	Email or Call for help with articles and photos	Paula Ayers Lori Cooper

What	When	How	To Whom
Music Services			
Electronic keyboards, etc	2 WEEKS prior to need	Email	Tim Nipp (TimN@mail.gabc.org)
Accompanists	3 WEEKS prior to need	Memo or Email	Matt Robb (MattR@mail.gabc.org) Vickie Johnson (vickie@mail.gabc.org)
Props, Costumes, Banners, etc.	1 WEEK prior to need	Call/email	Vickie Johnson 903-525-1182 (vickie@mail.gabc.org)
Finance Office Services			
Check Requests	10:00 A.M. MONDAY or WEDNESDAY before checks are printed TUESDAY & THURSDAY	Staff Mail Boxes	Susan Woods
Request for Payment for Guest Speakers, Musicians, etc. (any non-staff member who is paid for service to GABC)	All requests for payments to an individual MUST be accompanied by a completed W-9 form for that individual.	Bring to Business Office	Susan Woods
Invoices, Bills & Coded Receipts	Coded & Signed IMMEDIATELY upon Receipt	Bring to Business Office	Susan Woods
Time Sheets/Time Clock Reports	10:00 A.M. WEDNESDAY following Tuesday end of each payroll period	Bring to Business Office	Linda Nall
New Employee Processing	The following must be complete BEFORE a new GABC employee begins work. <ul style="list-style-type: none"> • Employment Form • Criminal Background Check • Reference Check forms 	Bring to Business Office	Linda Nall
VISA Bills	Coded, Signed and Turned in with Documentation IMMEDIATELY upon Receipt	Bring to Business Office	Susan Woods
Cash Advance Receipts & Expense Reports	Within 30 DAYS of issue	Bring to Business Office	Susan Woods
Finance Committee Agenda Items	NOON FRIDAY before the 2nd Sunday of the month	Email or Print Ready	Gaylon Clifton (GaylonC@mail.gabc.org)

What	When	How	To Whom
Food Service			
Kitchen or Food Service Meals & Event Support	2 WEEKS before the date of the event <i>(Kitchen Requests are made separately from Church Calendar Requests)</i>	903-525-1136 or 903-525-1137	Darlene Ginn
<p>The total number of reservations for your Food Service event must be turned in 5 DAYS before the event. You are responsible for paying the cost of the number of RESERVATIONS, not the number who actually attend.</p>			
Food Items and Paper Orders	2 WEEKS before the date of the event	Phone, in person or Email	Darlene Ginn Darlene@mail.gabc.org
Room Setup for Meals	<i>See Events & Facilities on Page 2</i>		
<p>Sound, AV & Broadcast Support <i>The Broadcast Ministry recommends that you consult with them regarding large events BEFORE you book the date or schedule the building/room.</i></p>			
Requests for Audio-Visual support for an event, with the exception of an event in the Worship Center or Crosswalk Central.	2 WEEKS before the date of the event	AV Request Form	Laurie Kirkley
Requests for Audio-Visual support for an event in the WORSHIP CENTER or CROSSWALK CENTRAL.	1 MONTH before the date of the event	AV Request Form	Laurie Kirkley
<p>COPYRIGHTED MATERIALS NO audio or video recordings shall be streamed online or submitted to internet services such as YouTube, Vimeo, Facebook, etc. without copyright clearance through the Broadcast Ministry.</p> <p>VIDEO PRODUCTION <i>Production of special videos related to events should be anticipated during calendar planning at the first of each year. Requests will be considered based on Broadcast production schedule for national, local & Sunday functions. If approved, final content information must be provided 90 days prior to date of presentation.</i></p>	Written Permission 60 DAYS before the date of the event	Meeting with Broadcast & IMAG Director	Tibby Wright
	90 DAYS before the date of the event • Videos requested for showing in Morning Worship must FIRST be approved by the Pastor and Mike Parks BEFORE production will begin.	Meeting with Broadcast & IMAG Directors	Tibby Wright
<p>VIDEO & IMAG SUPPORT FOR EVENTS Requests for support, complete with details of speakers, musicians, guest artists, copyright permissions, etc.</p>	60 DAYS before the date of the event	Meeting with Broadcast & IMAG Directors	Tibby Wright
<p>CROSSWALK VIDEO & IMAG SUPPORT FOR EVENTS Requests for support, complete with details of speakers, musicians, guest artists, copyright permissions, etc.</p>	60 DAYS before the date of the event	Meeting with Crosswalk & IMAG Directors	Jon Easterling

What	When	How	To Whom
Internet Services			
WWW.GABC.ORG Web Page Updates	GENERAL INFORMATION Any Time • TIME-SENSITIVE INFORMATION 2 weeks in advance of desired display	By email or printout with changes clearly marked. Please include the word "WEBSITE" in the email subject line.	Kelli Vance (Info@mail.gabc.org)
Paid Online Registrations	TWO WEEKS Before Paid Registrations are to begin	Fill out Event Registration form in Staff area online. Required for registrations requiring a fee only.	Completed forms are automatically emailed to Gaylon Clifton and Kelli Vance for approval.
Bookstore			
Special orders of books or resources (Books, Bibles, Music, DVD's, Bible Study Materials, Gifts, etc.)	2 WEEKS prior to need (a few exceptions apply)	Email or Phone 903-525-1138	Katie Ethridge (KatieE@mail.gabc.org)
Missions Ministry			
Apply for Mission Project Funding	10 WEEKS prior to the month funds are needed.	Email spreadsheet (found in the resource area of missions website)	Dale Pond (dalep@mail.gabc.org) Jason Smith (jasons@mail.gabc.org)