



PLANNING *your event*

Plan early! Try to schedule events at least **6 months ahead** to secure your spot and maximize promotion.

BEFORE scheduling your event,

1 If applicable, submit new events or fundraisers for **vestry approval** via your vestry liaison.

2 Check the church office calendar notebook or the **online calendar** to avoid conflicts.



3 **Receive approval from parish administrator!**
Once your date, time, and location are chosen, email admin@stmatthewssnellville.org with “EVENT REQUEST” in the subject line and a brief description in the email body.

4 A member of the Calendar Team will follow up with approval and next steps and will ***help you promote your event!***

For questions, contact the Parish Administrator at admin@stmatthewssnellville.org.

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