

## General Timetable for *Presbytery Meeting Planning*

- **4 weeks ahead** – Deadline for *docket requests, AV plans, display table requests, Open Space topics and space for any other meeting*. Requests should be submitted to [packet@sfpby.org](mailto:packet@sfpby.org) and need to include speakers/leaders and a brief description of topics/plans. These are vetted by the Presbytery Meetings Working Group.
  
- **3 weeks ahead** – Deadline for *print ready material for the packet*. Documents should be submitted electronically to [packet@sfpby.org](mailto:packet@sfpby.org). Please submit a **WORD** file so that the Stated Clerk may add report titles and page numbers and may tidy up formatting. (Note that the bulk of the packet content is determined by committee leadership and those who submit the reports, not by the Clerk or other Presbytery staff.)
  
- *A site visit* is made to the host church sometime during the week of packet production to set room assignments and coordinate all plans. All requests regarding meeting logistics should be submitted to the presbytery office as the Stated Clerk holds overall responsibility for the meeting. These also should be sent to [packet@sfpby.org](mailto:packet@sfpby.org); the Stated Clerk will automatically get a copy of the note.
  
- **10 days ahead** – A “*Call to the Meeting*” is sent by email and the packet is posted on the presbytery website: [www.presbyteryofsf.org](http://www.presbyteryofsf.org). To be sure you are on the email list, contact office at [office@sfpby.org](mailto:office@sfpby.org). The packet includes a Detailed Docket which each presbytery commissioner should print, reports to be read prior to attending, and lots of other info that may be helpful in preparation and follow-up.