

Deadlines for Printing/Posting Documents

Purpose	Submit Request to	Deadline
Coordinating Cabinet Agenda (for Coordination or Action)	Al Timm allen@detroitpresbytery.org	The Monday before the Cabinet meets
Presbytery Meeting Docket	Ed Koster ehkoster@aol.com	The Friday before the Cabinet meets in the month of a Presbytery meeting
Posting information on the Web Site	Sandy Jensen sandy@detroitpresbytery.org	Noon on Monday by email attachments ONLY
Papers to be printed for Presbytery meeting mailing	Sandy Jensen sandy@detroitpresbytery.org or Bev Knox beverly@detroitpresbytery.org	Three Monday's BEFORE the meeting
Papers to be printed to go on the table at the Presbytery meeting	Sandy Jensen sandy@detroitpresbytery.org or Bev Knox beverly@detroitpresbytery.org	One week BEFORE the meeting or the committee is responsible for printing and getting the paper to the meeting