

COVENANT PROTOCOL FOR PROGRAM PRESENTERS

This memorandum is provided to assist those considering or agreeing to present a program for Covenant Presbyterian Church. Our process is as follows:

PRESENTERS

A presenter is identified by the Adult Christian Education Committee or any other Committee or individual at Covenant.

PPF

The program presenter completes a Program Profile Form (PPF). PPF's are available on the website at www.covenantmadison.org, in the church office from Mary Kieta or Molly MacVenn, from any member of the Adult Christian Education Committee (ACEC) or on the bulletin board in Bradfield Hall.

Care in completing the PPF is essential. Each component of the form provides important information that allows all of the people involved with programming to do their part in facilitating your smooth delivery of a wonderful program. Please see Covenant's website (www.covenantmadison.org/Covenant/mainpage_adulted_presenterbios.html) for examples of how the information you provide will be presented.

The completed PPF is submitted to the Adult Christian Education Committee for review and determination of whether the submission is in synch with the committee's vision for programming at Covenant. Completed PPF's can be mailed or faxed to Covenant*, e-mailed to k@arndtsite.com, delivered to the church office or given to any member of the ACEC.

Approved PPF presenters are sent a CONFIRMATION, which includes the date and title of their program. When confirmation is sent, the program is officially calendared.

After a program is confirmed, if you find it necessary to change the confirmed presenter or topic, further approval of the ACEC is required.

The confirmed PPF is then distributed to those on the church staff who provide support for confirmed programs.

MARKETING

Five weeks before a program is presented, it appears for the first time in the various Covenant media, *The Caravan*, the Covenant Adult Education Program List found at the welcome center in the Narthex, sometimes as an insert or a mention in the Sunday bulletin and on the Covenant website. Coverage continues until the program is complete.

ROOMS

On the day of your program or sometimes the day before, the room is set up in accord with your wishes as expressed in your PPF.

The room selection for your presentation is made the day before your program, after all scheduled events at Covenant are considered. Rooms used for Education programming have different configurations and different options for technology usage. Our effort is directed at providing the best possible setting for each presenter, after considering all presenters needs and the projected audience size. When you arrive at Covenant to present your program, please note the sign at each of the entrances, which will indicate the location of all programs.

SIGNAGE

Signage at Covenant is under the auspices of the Interior Management Committee and the Facilities Council. Signs placed by the designated staff person have been approved by the appropriate committees. Any other requested signage must be submitted to the appropriate committees for approval at least six weeks prior to the date of a confirmed presentation.

PROGRAM DAY

On the day of your program, if you need help, please look for a staff member of Covenant or any member of the ACEC. If you are unable to identify an appropriate person to help you, ask at the welcome center or ask a church member to look in the church office for a staff member to help.

THANK YOU!

We thank you for your inclination to provide a program for Covenant members and friends.

***LOCATION**

Covenant Presbyterian Church
Attention: ACEC
326 South Segoe Road
Madison, Wisconsin 53705-4987
Phone: 608-233-6297
Fax: 608-233-6489
info@covenantmadison.org
www.covenantmadison.org

QUESTIONS

Please e-mail Kathryn S. Arndt (k@arndtsite.com) with any questions concerning our process or your program.

*Covenant Adult Christian Education Programs Provide Integrated,
Thoughtful Content for Inveterate Learner Attendees*