

VII. SCHEDULING EVENTS AT CALVARY AND OTHER CHAMBER VENUES

Calvary Baptist Church

Requests must be made simultaneously to the President and the Program Director. The President will determine the deadline annually.

Friday concerts:

1. User submits request (noting special requirements) to Program Director by June 1.
2. Program Director submits request to Calvary by deadline date, notifies President of requested dates, notifies Yearbook Editor once dates are confirmed.

Other weekday events (board meetings, auditions, etc)

1. Requestor informs President of requested dates by June 1.
2. President reviews for conflicts, works out needed adjustments and submits requested dates to Calvary by the deadline date.
3. Once dates are approved, requestor fills out Calvary form and sends it to President for transmittal to Calvary.
4. President submits dates accepted by Calvary Baptist Church to Yearbook by July 15.

Other chamber series venues

1. The Program Chair for each venue negotiates dates for the chamber series. Other Club officials who use these venues should channel their requests through the Program Director. They should not contact venue officials directly.
2. The Program Chairs submit dates to the Program Director, who reviews them for conflicts and sends the info to Yearbook Editor and Program Director by July 15.

Other venues—Orchestra and Chorale. Each makes arrangements, checking early on with the other for potential conflicts. Dates and venues are due to the Yearbook Editor by July 15. Any contracts needed must be handled in accordance with FMMC procedures (see P&P section VIII.G)

Other venues- student competitions or other events. Contacts are coordinated by the Officer or Director concerned and contracts handled in accordance with FMMC procedures. Dates and venues are to be reported to the Yearbook Editor by July 15.