

NPC Serve Ministries-Related Events

How do I get an [announcement](#) in the bulletin?

Bulletin Announcements These need to be submitted by close of business on the Wednesday 11 days prior to the Sunday bulletin they will be in. Please provide the text for the announcement, and send to Serve Ministries Assistant, Katharine Wystrach, KWystrach@NationalPres.org, who will then forward to Kate Brinkley. Requests need to go through the Serve Ministries Assistant first, as this allows us to better coordinate and track the requests that we receive. As a rule, Kate will try to include all requested announcements in Sunday bulletins, though due to space, it's not always possible to put them in on all the desired dates. Also due to limited space, announcements will most likely be edited, with an attempt to keep the integrity of the information intact. (An individual announcement is typically 50-60 words.)

How do I [reserve a room or table](#) in Stone Hall for a ministry event?

Room Reservations: Scheduling of facilities on campus is done through our Events Management System (EMS). Please submit requests to Serve Ministries Assistant, Katharine Wystrach, KWystrach@NationalPres.org at least 2 weeks prior to the event, for optimum room availability and coordination with our set-up crew. If requests are received at a shorter notice, we will do our best to comply, but cannot guarantee that the space will be available. Please be specific as to your set-up needs (i.e. tables/chairs configuration, AV items, flip chart, water/coffee/tea service etc.) NPC pays for any coffee/tea that is delivered so please keep that in mind in your planning.

Request for Table in Stone Hall: Please submit requests to the Serve Ministries Assistant, Katharine Wystrach, KWystrach@NationalPres.org as early as possible, for better coordination with other requests for Stone Hall.