

First Parish Calendar Guidelines

- 1) All events should be placed on the “Main FP” calendar.
- 2) Please select the room(s) that are being reserved in the room section of the calendar entry. This includes selecting the appropriate Zoom channel if the meeting is multi-platform.

- 3) Event titles should follow the format:

Event Name: Room

For multiplatform events the format should be:

Event Name: Room & Zoom

Examples:

Staff Meeting: Brooks

Photography Club: Emerson & Zoom

- 4) For events using multiple rooms/spaces, please use this same format, listing the main room of the event as the room. For example, if an event is reserving the Parish Hall, Parlor, and Kitchen, the event title should list the Parish Hall after the colon.
- 5) Please do not use acronyms or abbreviations – what is obvious to many of us is not obvious to all of us.
- 6) Please copy Bruce Davidson as a guest on all events.