



QUESTIONS for Open Lines of Communication

NAME OF COMMITTEE _____

1. Who on committee has the lead on this project or activity?

_____ Contact Info: Telephone # _____

Email Address: _____

2. Do **we** need to consult with Staff/Congregation/Council/Committee?

3. Who will inform the Staff/Congregation/Council/Committee?

4. Will this take staff time? Custodial/clerical/reception?

5. Does this require a room to be booked or set up?

6. Does this require money from our committee, another committee or FSA Budget ? (cheque requisition/approvals)?
