



## Frequently Asked Questions

1. How do I reserve a table?
  - a. **Answer:** Follow the Coffee Hour Procedures:  
<http://www.firstuuwilm.org/sections/members/documents/CoffeeHourProceduresfinal11-06-09.pdf>
  - b. and fill out the form you will find here:  
<http://firstuuwilm.org/sections/members/documents/RequestforTableSpace.pdf>
  - c. Bring or send this form to the Business Manager in the church office. Keep in mind that tables are generally assigned on a first come first serve basis. Requests for the coming Sunday should be submitted no later than noon of the Thursday before but often there are no tables available at that late date.
2. How do I get my article published?
  - a. **Answer:** There are a number of publications in which your article may appear. Please consider which ones will be most timely and most appropriate for your article. Finished articles in Microsoft Word or via text in an email may be submitted to [Programadmin@firstuuwilm.org](mailto:Programadmin@firstuuwilm.org). The approaches, requirements, and deadlines are contained in this document (beginning on page 3):  
<http://firstuuwilm.org/sections/members/documents/CommunicationsETprocedure2010Final.pdf>  
Please note that brevity and clarity are helpful in maximizing the value of our publications.
3. When do I need to turn in my request for an article in Enews?
  - a. **Answer:** Please turn in your articles for inclusion in Friday's Enews by the preceding Tuesday.
4. How do I get a reimbursement check?
  - a. **Answer:** Please complete a Request for Reimbursement (Voucher Request) and submit it, along with appropriate receipts, to the Business Manager in the church office. A check will be prepared for your reimbursement. It may be picked up in the church office or mailed to your home address.
5. How do I get my other questions answered? I didn't find what I was looking for.
  - a. **Answer:** Please send your question to [questions@firstuuwilm.org](mailto:questions@firstuuwilm.org)  
Include your contact information, and we'll get back to you with a

response. Questions and answers of general interest will be added to this document for future reference.