

Deadlines and Dates to Keep in Mind for Synod Assembly 2017
***indicates a deadline established by synod constitution and/or bylaws**

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| Mon Jan 23 | Materials for Call to Assembly mailing due to synod office |
| Mon Jan 30 | Prepare Call to Assembly mailing for postmark deadline of Feb. 1, 2017* (Include registration information, appeal for nominations, Assembly information, "Made New for Mission" banquet honorees, deadlines, etc.) Send report requests (officers, staff, committees), Mission Fest email to previous attendees |
| Mon Feb 6 | Online registration opens |
| Fri Mar 3 | Reports due* from synod committees, ministries, institutions and Synod Officers and Program Staff (to Leslie French and/or Heather Apel) |
| Fri Mar 3 | Voting member names & addresses due* Synod council minutes (other than April & June 2017) due |
| Mon Mar 20 | Early Registration Discount ends at midnight |
| Sat Apr 1 | Mission Fest table reservation requests due (online request) Deadline for information to be included in "Made New for Mission" banquet celebration booklet |
| Fri Apr 17 | Resolutions from all but conferences due* (to Sylvia Ore) |
| Mon Apr 24 | List of general election nominees and biographies due* (for Bulletin of Reports) due to Secretary of the Synod, Nom. Comm. Chair BOR submission deadline (to Leslie French & Heather Apel) Proposed FY 2017-18 budget (<i>after Synod Council approval</i>) Draft Agenda (<i>after Synod Council approval</i>) April 2017 Synod Council draft minutes (<i>after Synod Council approval</i>) Compensation Standards (<i>after Synod Council approval</i>) Necrology due |
| Fri/Sat Apr 28-29 | Synod Council meeting (<i>approval of draft agenda, Comp Standards, budget, etc.</i>) |
| Mon May 1 | Approval copies of material for information packet due (to Heather Apel & Judy Bush) |
| Tue May 2 | Bulletin of reports* FREE download to be available by this date (and mail requested copies) (include breakout lists, draft agenda, schedule outline, maps, etc.) |
| Fri May 12 | Last day of guaranteed hotel room reservations at the DoubleTree by Hilton (room block release) |
| Wed May 10 | Pre-assembly registration closes at midnight (meals may not be guaranteed after this date) |
| *Wed May 17 | Deadline for 500 copies of materials for information packet (to St. Luke Lutheran) *If you or your organization has information you would like to share with Synod Assembly attendees in the Registration Packet, please send a copy of your document for approval to Judy Bush jatully@sbcglobal.net and hapel@iksynod.org by May 1. |
| Wed May 17 | Resolutions and nominations from conference assemblies due* (to Reference & Counsel Chair) |