

## MEMO

To: Session and Staff of APC  
From: Ollie Wagner  
RE: Event cancellations due to winter/severe weather  
Date: November 30, 2016

I write to share with you our practice at APC regarding inclement weather. *Director of Communications, Katie VanBrackle, will post weather-related event cancellations or delays on the Weather Closures page on the APC website, and place a Weather Closures “button” on the website home page.*

### **The process for canceling an APC event due to bad weather is as follows:**

- 1) The Day School, church office and all weekday events of the church follow Fulton County Schools for cancellations/delays. Katie will automatically post those cancellations or delays for us on the website. (However, we need not close the office due to cold weather. If you feel you can safely get to the office on those days, please do.)
- 2) For evening and weekend events when bad weather is forecast or arises, it is the responsibility of the lead staff person to make the decision to cancel or postpone the event. For example, Kristin would make the decision for children’s events, Jo for Deacons, Anne for youth, Drew for Choir and me for worship services, etc.
- 3) In the event that a staff member is not available/appropriate (for example, the book club or ACT1 performances), then the event leader has the responsibility to make the decision to cancel or not. My advice is to err on the side of caution! In all cases, I am certainly available for consultation if you want a second opinion on whether or not to cancel (my cell is 770/330-2575).
- 4) Once a decision to cancel has been made, please notify Katie (katie@alpharettapres.com, 770-596-7310 text message) of the name and time of the meeting/event so she can post the cancellation notice on the APC website immediately.
- 5) It remains the responsibility of the lead staff person/event leader to make any additional telephone calls or send direct emails to notify your group about the cancellation. You can’t over-communicate!

Thank you!

