

Event Naming Guidelines

1. **Clear and Descriptive:** Use names that clearly describe the event or its purpose, ensuring it is understandable to someone not familiar with the specific group or activity.
2. **Avoid Abbreviations and Jargon**
3. **Standardize Date and Time Format:** For events occurring at specific times, include the day of the week and time, using a standard format (e.g., "Tues. 10am").

Formulas for Specific Event Types

Small Groups

This include Journey Groups, Gather Groups Wellspring groups and any small group that has more than one group connected.

“ **Formula:** Name of Small Group Type - Start Time (Leaders' Last Names)
ex. *Journey Group - Tues. 10am (Leaders: Hazlitt & Miles)*
ex. *Wellspring Sources - Thursday 6:30pm (Leaders: Harder and Ferguson)*

Note: When creating PCO Groups for small groups use the same naming convention.

This formula ensures that participants know the type of group, when it meets, and who leads it, providing all necessary information at a glance.

Memorials

- **Formula:** Memorial for [Name of the Deceased] or [Name of the Deceased]'s Celebration of Life
- **Example:** Memorial for Anna Jane Norris or Anna Jane Norris's Celebration of Life

Unless specifically instructed by the family avoid using the word Funeral.

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