
Great Lakes Regional Advisory Lodge



Help Papers Series
Support Materials for Parent/Child Programs

TOPIC:

Calendars

Great Lakes Region – Help Papers Series - Calendars

CALENDARS for Parent/Child Programs

Definition of “Calendar”: A key collection of information concerning the coming events of a Program Longhouse. The calendar should “in-order” list the coming events of the current/next program year and possibly beyond. It shall contain all the necessary basic details such as dates, times, places, and fees/payment information. It shall be updated continuously with each release. Updates should be dated to know which version is the most recent, and the updates should be highlighted if possible. The calendar should be an up-front component in each edition of the Longhouse newsletter.

NOTE: Failure to comply with this definition can result in a leaky canoe at the next canoe trip.

Important Characteristics of a Calendar:

- **It should be easy to read.**
- **It should be appealing (color, layout etc.) to the eye. People are more likely to actually read it.**
- **It should be up front and prominent in the newsletter (email or paper) or other such as a Longhouse website. Try not to bury it within all the other parts of the newsletter. Try to give it “full sheet coverage”.**
- **Information or pictures of familiar persons or places will provide a sense of familiarity.**
- **All of the important dates should be readily apparent. Campout and major event dates are especially important to be released ASAP. A year in advance is not “too soon”.**
- **It should provide room for notes and other important information, such as times, meeting places, schedule of fee’s, “what to bring”, etc.**
- **Verify all details before printing them. It should contain accurate information so that it can be counted on.**
- **Advance payments and deadlines should be noted.**
- **Longhouse, Nation, Tribe, or Sponsors references (names, phone numbers etc) should be included for easy reference. Also so the sponsors remember to do their job.**

IMPORTANT FEATURE: A month or so before the event, publish an expanded “information spot” for that upcoming event in the calendar section of the newsletter to fully give all the details as listed above, including maps if necessary.