



辦公室搬遷事宜之有關安排

**WE ARE
MOVING**

日期	搬遷事項	辦公室安排
11/12-15/12	執拾辦公室	所有訂貨服務（包括書本及制服） 暫停
16/12（星期六）	搬遷辦公室到相同大廈 15/F	辦公室關門
18/12-22/12	同工於 1503 室運作 收拾及清潔辦公室	所有訂貨服務（包括書本及制服） 暫停
22/12	冬至	下午四點關門
23/12（星期六）	平安夜前夕	辦公室關門
27/12-29/12		辦公室正常運作
30/12（星期六）	除夕晚前夕	辦公室關門
2/1/2018		辦公室正常運作

有關訂貨新安排

由於新辦公室地方所限，本會未能儲存太多貨物及代為暫存 貴會所訂購之貨物，敬請留意以下有關訂貨之新安排。不便之處，敬請見諒！

1. 新辦公室沒有貨倉存貨，因此訂貨需要較長時間。請預留足夠時間訂貨。
2. 同工準備好貨物後，會以電郵通知繳費及取貨。請教會於七天內提取貨物。

2018 年香港 Awana 年曆

日期	活動
20/1 (星期六)	香港 Awana 基礎導師訓練 (全日) 辦公室關門
25/1-29/1	馬來西亞 Awana 導師訓練旅程
3 月、5 月、7 月(星期六)	香港 Awana 基礎導師訓練 (全日) 同日會有多個導師進深訓練(Advanced Training)舉行 當天辦公室關門
21/7 (星期六)	第六屆香港 AwanaGames (全日) 地點：灣仔修頓室內場館 辦公室關門
25/8 (星期六)	香港 Awana 年會 Annual Conference (半天) 辦公室關門
11 月第一或第二個 星期六早上	香港 Awana 第二屆步行籌款活動 辦公室關門



Save the Date!

更新聯絡資料庫

Awana 辦公室之聯絡地址將由 2018 年 1 月 1 日更改為以下新地址：

九龍觀塘鴻圖道 31 號鴻貿中心 15 樓 1503 室
Unit 1503, 15/F, Billion Trade Centre, 31 Hung To Road, Kwun Tong,
Kowloon, Hong Kong

電話、傳真號碼及電郵地址則維持不變。敬請更新 貴會之聯絡資料庫。



Arrangements for Office Relocation

Date	Items	Arrangements
11/12-15/12	Office packing	Ordering service will be temporary stopped .
16/12 (Sat)	Moving to 15/F at the same building	Office Closed
18/12-22/12	Staff will start working on 15/F Clean up new office	Ordering service will be temporary stopped .
22/12	Winter solstice	Office closed at 4pm
23/12 (Sat)	Day before Christmas Eve	Office Closed
27/12-29/12		Office Opened
30/12 (Sat)	Day before New Year Eve	Office Closed
2/1/2018		Office Opened

New Arrangements for placing order

Due to limited space in our new office, we are sorry to let you know that we are not able to keep stocks and your ordered stocks in our office. Please see below arrangement for your future order. Sorry for any inconvenience this may cause you!

1. Your order process will take a longer time to proceed as we will not keep stocks at our office.
2. Our staff will send invoice and pick-up notification via email when your stocks are ready. Please arrange time to pick up your stock within 7 days.

Awana Hong Kong Calendar 2018

Date	Events
20/1 (Sat)	Awana Leader Basic Training (Full day) Office closed.
25/1-29/1	Malaysian Awana Leader Basic Training and others Training Sessions
March、May、July (Sat)	Awana Leader Basic Training (Full day) Advanced Trainings will also be scheduled on the same day Office closed.
21/7 (Sat)	6th Hong Kong AwanaGames (Full day) Address : Southorn Stadium, Wan Chai Office closed.
25/8 (Sat)	Awana Hong Kong Annual Conference (Half day) Office closed.
1st or 2nd week of November (Sat, Morning)	Awana Hong Kong 2nd Walkathon Office closed.



Save the Date!

Update contact database

Awana Hong Kong will be moving the office to following business address with effective from **1st January 2018 (Monday)** :

**Unit 1503, 15/F,
Billion Trade Centre, 31 Hung To Road, Kwun Tong, Kowloon, Hong Kong**

Telephone, fax numbers and email addresses will remain unchanged.

Please update your contact record. Thank You!