

STANDARD, ULTIMATE, EVOLVING PROGRAMS – DIRECTORY DESIGN GUIDE –

Goal to Complete Design _____ (Date) Acct. # _____

Church Name _____

City _____ State _____ Zip _____

Contact Person _____

Daytime Phone # _____ Email _____



**UNIVERSAL REQUIRES THE CHURCH
THE FOLLOWING LIST OF DESIGN MATERIALS MUST BE
MAILED TO BEGIN PRODUCTION OF THE DIRECTORY**

- Directory Design Guide *(Completely filled out)*
- Completed cost summary *(page 5 in this booklet)* with check or money order if applicable
- Cover, Ministry Pages and Submitted Photos sheets placed in back pocket
- Photo Session Envelope detailing staff images *(With extra images supplied by the church)*
- Roster Listing *(if applicable)* preferably on a CD or Flashdrive
- Ministry Tool sheet if applicable placed in back pocket

MAIL YOUR DIRECTORY DESIGN MATERIALS TO:
Universal Church Directories
30 Bowman Street • Mansfield, Ohio 44903 • 419-522-5011 • 1-888-742-5823

DIRECTORY DELIVERY SCHEDULE

DIRECTORY STYLE	Business Days for Proof Copy	Business Days for Final Book
Soft, Spiral, UV Coated, Back Pocket	15	15
Leatherette	15	20
Combination of 2 Binding styles <i>(Spiral, UV Coated or Back Pocket)</i> Please note that back pocket covers may not be combined with spiral or leatherette covers.	15	20
Hardback, Perfect Bound, Spiral Leatherette	15	30
Program Credit Option <i>(Soft, Spiral, UV Coated and Back Pocket Covers)</i>	10	10

DESIGN GUIDE INDEX

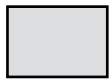
Programs	1-5
Design Instructions	6-12
• Cover	
• Ministry Page	
• Submitted Photo/Image <i>(family section)</i>	
• Roster Submission Guidelines	
• Ministry Tools	
Cover & Ministry Page Templates	13-15
Designer Series Templates	16-20

Below is a list of items to think about before your Directory Design Meeting.

**PRE-PLANNING
WILL HELP
TO EXPIDITE
PRODUCTION**

- 1. Gather Family Section Submitted Photos**
(Military, Shut-ins, College Students, and Families not photographed)
- 2. Collect images and photos from Classes, Events and Ministries from current year or past years** *(we accept prints as well as digital images)*
- 3. Decide if you want a Staff Page** *(or a Pastor's page with a message from the Pastor)*
- 4. Decide on Theme, Colors & Styles for the design of the Directory** *(Universal has 18 pre-set colors and 7 pre-designed background styles, and 18 Designer Series Templates you can choose from)*
- 5. Decide on the layout for Front & Back Cover**
(take a look at the Designer Series templates to develop ideas for your directory)
- 6. Decide on how you want to use your credits on your Directory Options or Ministry Tools (if available)** *(would you use them for an extra ministry page, pocket directories, cover or roster options, etc.)*

CHOOSE YOUR DIRECTORY DESIGN METHOD



EXPRESS METHOD - Send your images and text. Our graphic designer will create your directory and page designs for you.



CUSTOM DESIGNED METHOD - Custom design your ministry pages and covers utilizing our templates, background colors and textures or Designer Series.



CHURCH DESIGNED METHOD - Use Photoshop, Publisher, InDesign, or Illustrator to create your own ministry pages and covers. Export as Acrobat pdf or 300 dpi Jpeg files with bleed (*1/8 inch {.125 inch} extra around edge of page - allowing you to run artwork to the edge of a page*).

DIRECTORY PROGRAM SELECTION

CHECK ONE



Evolving Album Program



Small Church Program



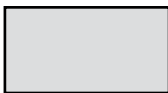
Ultimate Album Program



Standard Directory Program

THE EVOLVING ALBUM PROGRAM

5-1/2 x 8-1/2 - OR - 8 1/2 x 11



Number of families photographed at your church

Choose an Evolving Program Family Section Style



5 1/2 X 8 1/2 Traditional

- 12 Families per page; name only beneath photo, roster in back of the directory



8 1/2 X 11 Traditional

- 12 Families per page; name only beneath photo, roster in back of the directory



5 1/2 X 8 1/2 Premier Connect

- 9 Families per page; includes address, phone numbers, email addresses



8 1/2 X 11 Premier Connect

- 8 Families per page; includes address, phone numbers, email addresses

~ FRONT & BACK COVER INCLUDED ~

CHOOSE ONE



Inside Front & Inside Back Cover



Staff Page

CHOOSE ONE



Online / Mobile App



Digital Directory PDF & JPG Directory Images

IN ORDER TO QUALIFY:

The church must photograph 32 families and it must have been 3 years since the last directory. MyUCD APP of your Church Family Directory is included with this program.

No Promotions, Credits or Bonus Credits are available with the Evolving Album Program. Hardback and Small Church Programs are not available with this program.

SELECT YOUR DIRECTORY SIZE, BINDING & COVER STYLE

SELECT ALL BOXES THAT APPLY

DIRECTORY SIZE 8 ½ X 11 5 ½ X 8 ½

BINDING STYLE

- Standard Soft** *(over 72 pages will be Spiral Bound)*
- Black Spiral Bound**
(1 Program Credit)
- Wire Spiral Bound**
(2 Program Credits)
- Hardback** *(Not available with Ultimate & Evolving Directories)*
(Must photo 250 families to qualify. 3 Program Credits)
- Perfect Bound**
(Must photo 250 families to qualify. 3 Program Credits)

COVER STYLE

- UV Gloss Coated**
(1 Program Credit)
- Leatherette**
(2 Program Credits with minimum of 150 books)
- Back Pocket**
(1 Program Credit)

FAMILY SECTION

SELECT YOUR FAMILY SECTION STYLE - FOR STANDARD OR ULTIMATE

- 8 ½ x 11 Premier Connect - 8 Families per page** - includes address, phone numbers, email addresses
 - 8 ½ x 11 Standard Traditional - 16 Families per page** - name only beneath photos, roster in back of directory
 - 8 ½ x 11 Premier Traditional - 9 Families per page** - name only beneath photos, does not include a roster
 - 8 ½ x 11 Premier Traditional - *ONLY AVAILABLE WITH 250 Families Photographed*** - Includes a roster
(9 Families per page - Not available with a hardback program)
-
- 5 ½ x 8 ½ Premier Connect - 9 Families per page** - includes address, phone numbers, email addresses
 - 5 ½ x 8 ½ Traditional - 12 Families per page** - name only beneath photo, roster in back of the directory

*Please be advised that a roster listing in the back of a premier connect directory is a cost or a program credit item only.
The cost is \$75.00 per page or one program credit per page.*

PHOTO STYLE - Square Corners Round Corners Shadow Effect (cannot be used on black background)

BACKGROUND COLOR & STYLE

No color/style Background color _____ Background style _____ Designer Series _____

ULTIMATE DIRECTORY PROGRAM

UNIVERSAL CHURCH DIRECTORIES proposes to provide you with a beautiful full-color Ultimate Directory & Brochure as part of this program. **Each Church receives a front & back cover, an inside front & back cover, a choice between three family section styles, PLUS a 20% directory & brochure overrun based on the number of families photographed. Each family will receive both a complimentary 8 x 10 portrait of their directory pose and a Church Family Directory.**

IN ORDER TO QUALIFY:

The church must photograph 32 families and it must have been 3 years since the last directory. The church must submit all materials for Ministry Brochure production within 12 months of the last photography date. **Universal Church Directories is not liable if design materials are not submitted to the home office within that time frame.**

COLOR PROOF & COMPLETED DIRECTORY:

Your Color Proof will be shipped to your church 15 working days after Universal receives all material needed to build your album and/or ministry brochure. **Your Completed Directory** will be shipped to your church 15 working days of the date your final corrected proof copy is received in our office. Please be advised that any combination of two or more cover options will add 10 working days to the delivery schedule of the completed directories.

CHURCH WILL ALSO RECEIVE:

A CD-ROM or MyUCD APP of your Church Family Directory with a Web-Optimized PDF of the Ministry Brochure

CHOOSE ONE: Online / Mobile App Digital Directory PDF & JPG Directory Images

EXCHANGE PAGES FOR CREDITS:

The exchange of pages must be done in 4-page increments for 4 Credits or Ministry Pages in the Family Directory. (For example, a church wants to exchange 4 pages for 4 credits. They could use those 4 Credits for a UV Coated Cover, an additional 20% Overrun, 10 submits and a CD-ROM.)

No Promotions, Credits or Bonus Credits are available with the Ultimate Directory Solution. Hardback, Evolving Album and Small Church Programs are not available with this program.

ALLOCATION OF PAGES FOR MINISTRY BROCHURE

Number of Families Photographed		Sits Photographed	Number of Pages
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>		32-104	4 Pages
		105-174	8 Pages
		175-244	12 Pages
		245-314	16 Pages
		315-384	20 Pages
		385-454	24 Pages
Ministry Brochure <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 5 1/2 x 8 1/2	Visitor Folder <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 5 1/2 x 8 1/2	<i>Receive 4 pages for each additional 70 sittings photographed after 455</i>	

OVERRUN ALLOCATIONS: _____ **PAGES EXCHANGED FOR CREDITS (INCREMENTS OF 4)** _____

VISITOR FOLDER _____ **BROCHURE #1** _____ **# OF PAGES** _____ **BROCHURE #2** _____ **# OF PAGES** _____

NUMBER OF PROGRAM PAGES EARNED: _____ **NUMBER OF PROGRAM PAGES USED:** _____

NUMBER OF PROGRAM CREDITS USED: _____ **DIRECTORY** _____ **MINISTRY TOOLS** _____

COST OF ADDITIONAL PROGRAM OPTIONS: _____

**Web Optimized PDF for the brochure*

SMALL CHURCH PROGRAM

We have designed a directory program to accommodate our smaller church partners that photograph less than 32 sittings. Under the Small Church Directory Program churches photographing 25-31 sittings will receive:

- 50 Full-Color Directories
- Front and Back Cover
- Choice of 3 family section styles
- Ministry pages, family section and roster pages **totalling 8 pages in the directory**
- Use of our background colors and styles **OR** our Signature Design Series
- Opportunity to purchase Directory Enhancements or Ministry Tools



Number of families photographed at your church

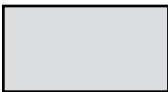
Regardless of special notes on contract - Bonus, Specials or Credits are not available with this program.

To determine use of the eight pages in your directory, please follow these steps:

1. Determine the number of families to be included in the family section: *The number photographed at the church + number of families that went to another church to be photographed + the number of families submitting a photograph.*
2. Determine the family section style to be used in the directory:
- ***See Family Section Options on page 2 of this Directory Design Guide***
3. Determine if a non-photographed roster will be included in the directory:
Estimate 40 entries per page.
4. After determining the number of pages for the family section and roster (if applicable) the remainder of your 8 pages may be used for ministry pages.



STANDARD DIRECTORY PROGRAM



Number of families photographed at your church

The Standard Directory is a directory program that may have a cover, ministry pages, family section and a roster. Ministry tools include an APP, Digital Directory on CD, or brochure, with many more available, using either the credit program, or they can be purchased.

Design Your Standard Directory Program with your earned Program Credits.

Please be advised that a roster listing in the back of a Premier Connect is a cost of \$75.00 per page or one program credit per page.

Standard Program Credit allocation is based on the following criteria:

32-69 families 4 Program credits	210-244 families 11 Program credits
70-104 families 5 Program credits	245-279 families 13 Program credits
105-139 families 7 Program credits	280-314 families 14 Program credits
140-174 families 8 Program credits	315-349 families 16 Program credits
175-209 families 10 Program credits	

The above Program Credit allocation is used for directory options and ministry tools. One additional Program Credit is allotted for every 35 families photographed over 315. Program Credits can be used for ministry pages, ministry tools, and directory options.

STANDARD PROGRAM CREDIT / COST SUMMARY

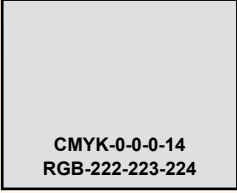
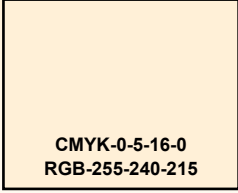
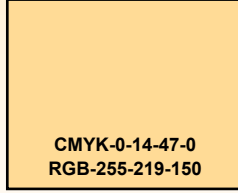
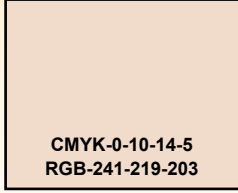

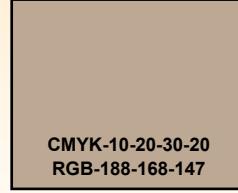
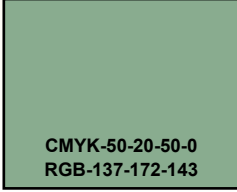
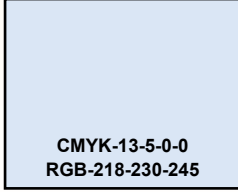
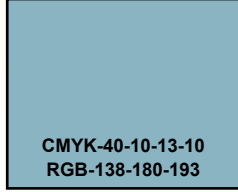








Directory Options / Ministry Tools		Credit / Cost	Qty	Method of Payment	
				Program Credit	Church Expense
MINISTRY PAGES	1 Full Color Staff or Ministry Page (one side)	1 Credit/\$100.00			
	Traditional Family Section with phone number under photo	1 Credit/\$100.00			
	Printing on Inside Front and Inside Back Cover	1 Credit/\$100.00			
ROSTER/OPTIONS	Modified per Page (Add Second Address)	\$20.00 ea. page			
	Custom per Page (Font, Type, Size, Additional Info)	\$50.00 ea. page			
	1 Roster Page (camera ready)	1 Credit/\$75.00			
	Black/White Page (History, Ad or Traditional Roster Page - approx. 40 families per page)	1 Credit/\$100.00			
SUBMITTED FAMILY SECTION PHOTOS	Up to 10 Submitted Family Section Photos (Limit 1) <small>Not Available with Hardback Programs</small>	1 Credit			
	Submitted Family Section Photo	\$10.00 each			
	Submitted Family Section Photo for Hardback or Perfect Bound	\$15.00 each			
COVER OPTIONS	UV Gloss Coated Cover	1 Credit/\$100.00			
	Leatherette Cover (Minimum 150 Books Printed)	2 Credits/\$200.00			
	Plastic Spiral Bound (<i>Automatic - Standard Soft over 72 pages</i>) (back pocket not available)	1 Credit/\$100.00			
	Wire Spiral Bound (back pocket not available)	2 Credits/\$200.00			
	Additional Cover for Spiral Bound (2 or 3 Charge Churches)	1 Credit/\$100.00			
	Custom Back Cover with Back Pocket	1 Credit/\$100.00			
	Check one: <input type="checkbox"/> Perfect Bound <input type="checkbox"/> Hard Cover Dir. (Min. 250 Families)	3 Credits			
DIRECTORY OPTIONS	Additional Soft Cover Directory	\$7.00 per copy			
	Additional UV Coated, Spiral or Back Pocket Directory	\$8.00 per copy			
	Additional Combination of 2 or more Cover Options Directory	\$9.00 per copy			
	Additional Hardback or Perfect Bound Directory	\$12.00 per copy			
	8 Additional Hardback	1 Credit			
	Additional 20% Overrun of Directories (40 Directory max. Limit 2)	1 Credit			
	Additional 10% Overrun of Perfect Bound Directories (20 Directory max. Limit 2)	1 Credit			
	10/10 Delivery Schedule	1 Credit/\$100.00			
MINISTRY TOOLS	Digital Directory (PDF, Family Images, Templates)	1 Credit/\$100.00			
	Church Directory App	2 Credits/\$200.00			
	Framed 16x20 Mosaic Portrait	1 Credit/\$100.00			
	250 Full Color Brochures 8 1/2 x 11 - Tri-fold <input type="checkbox"/> Bi-Fold <input type="checkbox"/> Flat <input type="checkbox"/>	1 Credit/\$100.00			
	250 Easy Brochure - 11x17 <input type="checkbox"/> - or - 8 1/2 x 11 Bi-Fold <input type="checkbox"/>	1 Credit/\$100.00			
	250 Notecards & Envelopes <input type="checkbox"/> - or - 250 Postcards <input type="checkbox"/>	1 Credit/\$100.00			
	250 Picture Business Cards	1 Credit/\$100.00			
	50 Visitor Folders	2 Credits/\$200.00			
	100 Easy Connect Brochures (140 Family Increments)	1 Credit/\$100.00			
	Individual Database Images Program	2 Credits/\$200.00			
	Family Database Images Program	1 Credit/\$100.00			
	Portrait Gift Certificates (\$200.00 Value)	1 Credit			

NUMBER OF FAMILIES PHOTOGRAPHED	<input style="width: 90%;" type="text"/>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">AMOUNT ENCLOSED:</div>
PROGRAM CREDITS EARNED	<input style="width: 90%;" type="text"/>	UCD REP INITIALS _____	
NUMBER OF PROGRAM CREDITS USED	<input style="width: 90%;" type="text"/>		
COST OF ADDITIONAL PROGRAM OPTIONS	<input style="width: 90%;" type="text"/>		


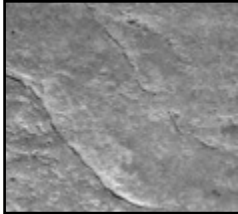



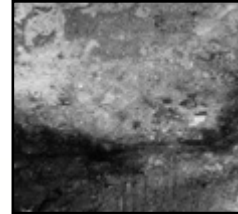


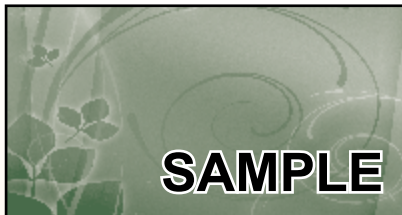
Bolded options are the most popular

ADD BACKGROUND COLORS TO MINISTRY PAGES

Check the boxes that have the desired background and style if you are not using one of the Designer Series templates. Leave the style blank if you want a solid background. The chosen background will print on all activity and family pages

 CMYK-0-0-0-14 RGB-222-223-224	 CMYK-0-5-16-0 RGB-255-240-215	 CMYK-0-14-47-0 RGB-255-219-150	 CMYK-0-10-14-5 RGB-241-219-203	 CMYK-0-14-5-10 RGB-229-204-205	 CMYK-10-20-30-20 RGB-188-168-147
<input type="checkbox"/> BKG-1 GRAY	<input type="checkbox"/> BKG-2 CREAM	<input type="checkbox"/> BKG-3 LIGHT GOLD	<input type="checkbox"/> BKG-4 BEIGE	<input type="checkbox"/> BKG-5 LIGHT MAUVE	<input type="checkbox"/> BKG-6 DARK TAN
 CMYK-50-20-50-0 RGB-137-172-143	 CMYK-13-5-0-0 RGB-218-230-245	 CMYK-20-10-0-10 RGB-181-195-217	 CMYK-40-10-13-10 RGB-138-180-193	 TYPE WILL REVERSE CMYK-100-54-0-34 RGB-0-77-134	 TYPE WILL REVERSE CMYK-89-35-10-75 RGB-0-49-75
<input type="checkbox"/> BKG-7 SAGE	<input type="checkbox"/> BKG-8 SKY BLUE	<input type="checkbox"/> BKG-9 STEEL BLUE	<input type="checkbox"/> BKG-10 TURQUOISE	<input type="checkbox"/> BKG-11 ROYAL BLUE	<input type="checkbox"/> BKG-12 NAVY BLUE
 TYPE WILL REVERSE CMYK-80-50-85-10 RGB-222-223-224	 TYPE WILL REVERSE CMYK-20-80-50-10 RGB-183-79-95	 TYPE WILL REVERSE CMYK-0-100-75-35 RGB-167-8-44	 TYPE WILL REVERSE CMYK-0-100-35-65 RGB-113-0-43	 TYPE WILL REVERSE CMYK-0-70-90-71 RGB-87-30-0	 TYPE WILL REVERSE CMYK-0-0-0-0 RGB-0-0-0
<input type="checkbox"/> BKG-13 DARK SAGE	<input type="checkbox"/> BKG-14 DARK MAUVE	<input type="checkbox"/> BKG-15 UCD RED	<input type="checkbox"/> BKG-16 BURGUNDY	<input type="checkbox"/> BKG-17 CHOCOLATE	<input type="checkbox"/> BKG-18 BLACK

ADD STYLES TO THE BACKGROUND COLORS

 YOUR IMAGE					
<input type="checkbox"/> A - GHOSTED	<input type="checkbox"/> B - CONCRETE	<input type="checkbox"/> C - CLOUDS	<input type="checkbox"/> D - PLASTER	<input type="checkbox"/> E - ILLUSTRATE	<input type="checkbox"/> F - PARCHMENT
	<p>The Style samples above have no color applied to them at all. The Style samples to the right have the colors applied to them. Each application of color will slightly change the way that the texture appears as shown.</p>			 SAMPLE	 SAMPLE
<input type="checkbox"/> G - WAVE				STYLE C WITH BKG-10 APPLIED	STYLE E WITH BKG-13 APPLIED

CHOOSE FONT FOR HEADLINES & CAPTIONS

- | | | |
|--|---|---|
| <input type="checkbox"/> Arial | <input type="checkbox"/> <i>Cataneo</i> | <input type="checkbox"/> Avant Garde |
| <input type="checkbox"/> Arial Black | <input type="checkbox"/> Cooper Black | <input type="checkbox"/> Impact |
| <input type="checkbox"/> Eras Demi/ Eras Bold | <input type="checkbox"/> Book Antigua | <input type="checkbox"/> <i>Brush Script Standard</i> |
| <input type="checkbox"/> Times New Roman Bold/ <i>Italic</i> | <input type="checkbox"/> Comic Sans Bold | <input type="checkbox"/> <i>Snell Roundhand Bold</i> |

Please mark corresponding boxes and write your choices on the cover & ministry page instructions. These fonts are for the cover and activity pages ONLY. If you have a specific font that you feel strongly about, you may submit it to see if it can be used. If you layout your own pages in InDesign, Publisher or Illustrator on a disk, you may use any font you like provided you package and include the fonts with your completed file.

- DIGITAL SUBMISSION RULES -



ADOBE INDESIGN OR ILLUSTRATOR

All backgrounds that aren't White must have BLEED (1/8 {0.125} of an inch more than the page size). If you choose one of our backgrounds, we will add it for you. All colors used should be CMYK only, no RGB. Images must not be embedded into the document.

***** WHEN SUBMITTING THESE FILES, REMEMBER TO PACKAGE AND SEND ALL IMAGES AND FONTS USED.



ADOBE PHOTOSHOP

Files should be saved as a flattened 300 DPI or better JPEG. Please design your pages with bleed in mind (1/8 {0.125} of an inch more than the page size). *This means that the page size should be 8.625" x 11.25"*. All colors used should be CMYK only, no RGB.

***** WHEN SUBMITTING THESE FILES, REMEMBER TO PACKAGE AND SEND ALL IMAGES AND FONTS USED.



MICROSOFT PUBLISHER

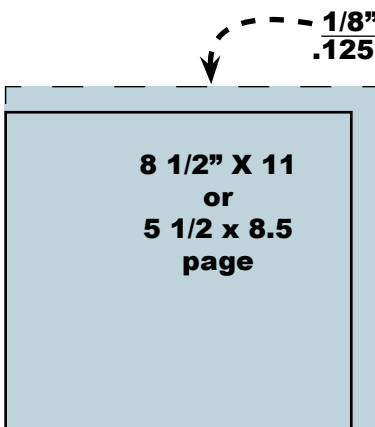
Choose the color model CMYK before starting your design. To create a bleed in Publisher, enlarge the elements that you want to bleed so that they extend off the edge of the page by at least 0.125 inches. The Pack and Go Wizard packs a publication and its linked files into a single compressed file that you can take to a commercial printer and creates a PDF file that your printing company may prefer to use.

***** REMEMBER TO USE THE PACK AND GO WHEN SUBMITTING THESE FILES.



DO NOT USE - these programs to build pages

DO NOT USE WORD PROCESSOR, PRESENTATION OR SPREADSHEET SOFTWARE TO DESIGN YOUR PAGES (Microsoft Word, Powerpoint Or Excel) These programs are *only acceptable for text* that will be used on your page, but no images.



ALL PAGES WITH A BACKGROUND OR FULL COLOR TO THE EDGE OF THE PAGE SHOULD HAVE BLEED.

This means that on all edges of the page, except for the side with the spine of the book, the background must hang out 1/8". Your book will be printed on larger paper and then cut down. This gives the cutter a little extra room to work with, and avoids unpleasant looking white edges on your pages.

Unless you are submitting your whole layout in Adobe Photoshop. **DO NOT** set any text in any image editing software.

DIGITAL PHOTOGRAPHY

- For photo resolution, always use 300 dpi or higher. That is the standard for printing. If you use a Digital Camera, always shoot on the highest setting.
- Remember that your computer monitor is not always a reliable tool for previewing images that will eventually print. *Screen resolution is 72 dpi and print resolution is 300 dpi.*

WE ACCEPT JPG, TIFF, EPS AND PDF FILE FORMATS.

... 300 DPI DIGITAL PHOTOS ARE PREFERRED ...

PLACE ALL PHOTOS, DIGITAL IMAGES, CDs, THUMB DRIVES IN THE DESIGN MATERIALS ENVELOPE.

Please identify your photos with a photo safe writing tool by page number and photo number. (e.g. Ministry Page 1 is 1-1, 1-2; Ministry Page 2 is 2-1, 2-2).

DO NOT USE any web formats, such as BMP, GIF, or PNG

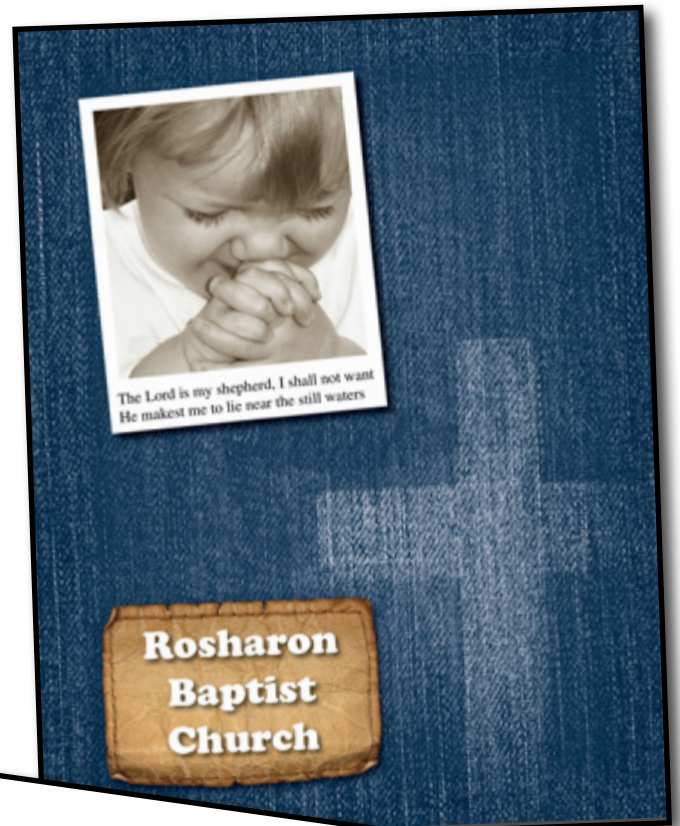


***** PAPER COPIES OF SUBMITTED PHOTOS ARE NOT ACCEPTABLE *****

HOW TO FILL OUT THE COVER FORMS

HOW TO DESIGN YOUR DIRECTORY COVERS

- Pick your Front and Back Directory Cover Style
- Choose the Headliner font type and color
- Enter Headliner text and indicate line location
- If you are using a cover picture, please choose a template. Write down image number. Select background color and style
- If applicable, please choose if cover is to be laminated or a leatherette
Leatherette covers must have line drawings and ink color of artwork and the background color filled out.



DESIGNING YOUR OWN COVER

- When designing your own cover, please include a print out of the pages built and where they go in the directory.
- Fill out the Cover Form if you want us to put in a background color and/or style or for special instructions.
- You can use a program like InDesign, Illustrator, Publisher or Photoshop

Church Directory Cover Form

of Digital Images used _____ # Photos used _____ Church Account #: _____

PLEASE INDICATE CHOICES

Front Cover Back Cover

TEXT

◊ Headliner Font Type: Cooper Black

◊ Headliner Font Type Color: Black White Other: _____

COVER HEADLINER (Text for Cover)

◊ Church Name: Rosharon Baptist Church

◊ Address: _____

◊ City/State/Zip: _____

◊ Phone #: _____

◊ Year: _____

◊ Caption (Optional): The Lord is my Shepherd, I shall not want He makest me to lie near the still waters

To Appear At:

Top _____ Bottom

Top _____ Bottom _____

Top _____ Bottom _____

Top _____ Bottom _____

COVER PHOTO SELECTIONS

I: Cover Page Design: _____ or Custom: See Back Custom

II: Background Color: Yes No Color#: _____ Style: _____ DS: 3

III: Photos: Rounded Corners Squared Corners Shadowed

IV: File Photo Names: Praying 1 child 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ Remove Wires

UV COATED COVER - (Program Credit or Cost)

◊ UV Coated Cover: _____ Yes _____ No

LEATHERETTE COVER - (Program Credit or Cost)

◊ Burgundy _____ Black _____ White _____

◊ Ink Color for Leatherette: Gold _____ Silver _____ Midnight Blue _____ Teal _____

◊ Line Drawing: _____ Years (Enclosed) _____ LCD to produce (Optional Cost or Bonus)

HOW TO FILL OUT THE MINISTRY PAGE FORMS

HOW TO DESIGN MINISTRY & BROCHURE PAGES

1. MINISTRY PAGE HEADLINER

- ex: "Following Jesus Together"
- Select color and font type
- Choose text color

2. DESIGN YOUR MINISTRY PAGE

- Choose the Ministry Page layout
- Choose the background color, style and font type
- Choose a photo style: rounded or squared corners, shadow effect
- Write down the file name or photo number to indicate where you want each image
- Enter captions and type color. Indicate if photo is a church or Universal image

DESIGNING YOUR OWN MINISTRY PAGES

- When designing your own ministry pages, please include a print out of the pages built and where they go in the directory.
- Fill out the Ministry Page Form if you want us to put in a background color and/or style or for special instructions.
- You can use a program like InDesign, Illustrator, Publisher or Photoshop



MinPG Form-2-19

Church Account#: **IN-1339**

Ministry Page#: **1** # of Photos in Envelope: **0** # of Digital Images: **8**

Step 1: Page Headliner - Choose the Title, Background Color, Font Type and Color of Font

Headliner Title: **Following Jesus Together** Font Type: **Cataneo**

Headliner Box Color: **None** Font Type: **Cataneo**

Text Color: Black White Other: _____

Step 2: Page Design Instructions - (Enter information in corresponding boxes)

1. Select Ministry Page Layout or custom layout (See layout reference guide for templates)
2. Select background color and style (See background sample sheet), select font type and color (See layout reference guide)
3. Select photos to be framed or unframed, rounded or square corners, drop shadow
4. Select photos or digital images to be used on the page. Photos not digital, place in Design Materials Envelope.
5. Select Captions to go under the photos
 - If pastors signature is needed on page, please sign on a separate piece of paper and place in Design Materials Envelope
 - If using more than just a caption, please submit text on a cd or thumb drive and place in Design Materials Envelope

I: Ministry Page Layout#: _____ or Custom: See Inside See Back Custom

II: Background Color: Yes No Color #: _____ Style: _____ DS: **3**

Font Type: **Times New Roman**

III: Photos: Rounded Corners Squared Corners Shadowed

File Name	Photo #s	Caption to go under each photo (Maximum 60 characters)	Black Type	White Type	Church Image	UCD Image
Ex: 001.jpg	EX: 1-1	Example: Vacation Bible School	X		X	
0427	1-2	Message from Elders				✓
1522	1-3	Scott Salesman - Elder				✓
0657	1-4	Jim Newschwanger - Elder				✓
1410	1-5	Bill Spurgeon - Deacon				✓
1633	1-6	Clyde Luttrader - Deacon				✓
0825	1-7	Daniel Knowlton - Deacon				✓
0371	1-8	Matt Love - Deacon				✓
1459	1-9	Nick Robertson - Deacon				✓
	1-10					
	1-11					
	1-12					

HOW TO FILL OUT FORM FOR FAMILY SECTION SUBMITTED PHOTOS

WHAT TO DO

- When submitting a hard copy of a photograph, please write the name on the submitted photo form and put the line number on back of the picture. Use a photo-safe writing tool.
- If submitting a digital image, put name of family and file # on the form.
- For best layout, submit printed photos in vertical form. *See samples on the right.*
- The Submitted Photo Information Form must be filled out on the front and back for a Premier Connect Directory.



NO PAPER COPIES OF SUBMITTED WILL BE ACCEPTED. MUST BE ON PHOTO PAPER.

Church Account#: 0005

Family Section Submitted Images Form

Place both digital and non-digital photos in Design Materials Envelope

Submit w/Name Only Submit w/Premier Connect Data Put in back of book

All submitted photos are put in alphabetical order unless otherwise noted

Submitted photographs will be put in the directory at the cost of \$10.00 per submitted photo, and \$15.00 for hardback, perfect bound or binders. Each person submitting a photograph/image is entitled to a directory. Please do not send irreplaceable original photographs. All photographs and images will be returned to the church when the directory is completed.

Photograph Requirements

1. Write name and number on the back of the photograph with a photo labeling pen/pencil
2. The same information should be on the Submitted Images Form
3. To prevent damage and bleed through, use a photo labeling pen/pencil
4. Prefer vertical wallet or 4 x 6 photo
5. All photographs, if not originals, must be on photographic paper

Digital Requirements

1. Write image file number next to name
2. The same information should also be on the Submitted Images Form
3. Files accepted: .jpg, .pdf or .tif files are accepted - Resolution of image is a minimum of 300 dpi at 2 x 3 inches

Number	File #'s	Name(s) for Directory (as it should appear)	Paid
1	cd-1	Doe, Joe & Mary	\$10
2	submit	Jones, Matt, Robyn, Fred, Becky	\$10
3	submit	Matthews, Jason	\$10
4	cd-5g	Smith, Wendy	\$10
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
TOTAL			

Information for Premier Connect

SUBMITTED PHOTO FAMILY SECTION INFORMATION

CHURCH # OH 0001 IMAGE# / PHOTO# FOR DIRECTORY POSE #3

PLEASE PRINT

IMPORTANT NOTE: PLEASE LIST ONLY THOSE INDIVIDUALS THAT ARE IN THE SUBMITTED PHOTO.

Head of Household (Last name)	Spouse (First name)	Spouse (Last name-if different)	Spouse (First name)
<u>Jones</u>	<u>Matthew</u>		<u>Joyce</u>

Children: Child: Steven Child: _____ Child: _____

(List oldest Child: Julie Child: _____ Child: _____

to youngest) Child: _____ Child: _____ Child: _____

Please complete the reverse side if your church is receiving the Profile Directory.
SUBMITTED-PHOTO-2018

SUBMITTED PHOTO INFORMATION PLEASE PRINT

Phone Number (419) 000 - 0000

E-Mail Address: mattjones@gmail.com

Street Address: 30 Bowman St. City: Mansfield

State OH Zipcode: 44903

Occupation(s): Head of Household Manager Spouse: Teacher

Wedding Anniversary: MM 01 / DD 23 / YY 80

Family or Individual Activities: Crafts Needlework/Sewing Football Golfing Basketball Baseball/Softball
 (Circle or write in your top 4 favorites) Woodworking Theater Camping Fishing Hunting Swimming Boating Skiing
 Other: _____

Church Activities: Elder Session Choir Usher Deacon Lector Youth Group Men's Group
 Organist Pianist Outreach Teacher Bible Study Women's Group Greeter Kitchen
 Child Care Committees _____ Other: _____

Members of your Household Not Pictured : _____

Traditional - only names and image names needed. No contact information necessary.

HOW TO SUBMIT A COMPLETE ROSTER

SELECT BACKGROUND COLOR & STYLE

No color/style Background color _____ Background style _____ Designer Series _____

FILE TYPES ACCEPTED & SUBMITTED

- Excel - Place headers at the top of each field/column
- Plain Text
- Tab-separated (.tsv) or Comma-separated (.csv)
- Google Sheets downloaded as .xls

If in doubt about your file, your church can email a sample file to the office for approval

If you are unable to submit your roster on a CD or Thumb Drive, please call our office for assistance

CHURCH MANAGEMENT SOFTWARE

If you use a church software program, most allow you to create a report file that can then be exported or saved to another file type. Usually there are several options to export to, such as plain text, .tsv (tabbed delimited), .csv (comma delimited) or an Excel file. **Any of the text options are preferred along with any spreadsheet file.**

ROSTER GUIDELINES BEFORE SUBMISSION

YOUR ROSTER NEEDS TO BE UPDATED BEFORE SENDING IT TO US.

(new members added, those no longer attending removed, etc.).

- **Any additional modifications to the Roster will be a charge, see the Cost Summary page**

The roster consists of all members in the household living at the same address

- Family's last name
- Parents name(s)
- Children's names; separated from parents by a semi-colon; separated from each other by a comma
- Street address, city, state and zip code
- Up to three phone numbers - 1 home phone; 2 cell phone numbers
- Up to two email addresses - head of household; spouse
- Special characters should be placed after the name. In the rosters it should be placed after the individual name
- Please do not submit a roster with special formatting such as bold, underlined or italicized
- There may be a charge to list second addresses
- Do not send in a spreadsheet file with hidden columns, please delete these columns before submitting

... Example of Roster file in Excel ...

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LAST	FIRST	CHILDREN	STREET	2nd LINE STREET ADDRESS	CITY	STATE	ZIP	PHONE	PHONE2	PHONE3	EMAIL	EMAIL2
2	BABIAK	Frank & Ruth		416 West 900 S.		Hebron	IN		46341 219-996-6511	219-242-4843		babiakruth@gmail.com	
3	BABIAK	Gene & Angela	Alec, Kylee	412 West 900 S.		Hebron	IN		46341 219-716-0859			anglab@netritco.net	
4	BAILY	Joe & Hena		10899 North 300 W.		Wheatfield	IN		46392 219-956-4818			joehena75@embarqmail.com	
5	BARBIAN	Katherine	Valor	232 South 600 W.		Hebron	IN		46341			jrbell@netritco.net	jrbell@gmail.com
6	BEIL	Richard & Jill	Jonathan	502 S. Main St.		Hebron	IN		46341 219-996-3882			il_luzzy_11@hotmail.com	
7	BENNETT	Elizabeth		778 South 206 W.		Hebron	IN		46341 219-755-6385			sdibennett@netritco.net	
8	BENNETT	Steven & Deborah		778 South 206 W.		Hebron	IN		46341 219-996-5728	219-730-8035	219-730-9229	julieblank16@gmail.com	
9	BLANK	Paul & Julie	Luzzy	176 Rail Dr.		Hebron	IN		46341 219-488-7117			bradley@netritco.net	
10	BRADLEY	Leslie & Janet		797 South 575 W.		Hebron	IN		46341 219-996-3393		219-613-0340	donaldbrewner@hotmail.com	
11	BRAWNER	Don & Sheila		102 Fairlane Dr.		Hebron	IN		46341 219-996-3153	219-786-1290	219-796-7424		

HOW TO SUBMIT A NON-PHOTOGRAPHED ROSTER

When submitting a Non-Photographed Roster *(for those not available for photography)*

- Must be camera ready (ready to print). *If using Word, Publisher or PDF, it must be sent in on a CD or Thumb Drive.*
- Any changes to a Non-Photographed roster, at the time of proofing, must be made by the church and resubmitted with the proof book.

MINISTRY TOOLS

Please mark corresponding boxes and write your choices on the ministry tool page.

Business Cards Church # _____

Note Cards Church Name: _____

Post Cards Address: _____

Brochures Phone: _____

16 x 20 Mosaic Color of Frame: _____ Background Image #: _____

Quantity _____ Contact Person: _____

**3.5 x 2 inches
FRONT ONLY**

DESIGN YOUR BUSINESS CARD *(If selected)* - If you have elected to have a business card printed for your church, you will need to mark the card layout appropriately with an image or logo and text. You may replace a logo with a photograph if you choose. If submitting a predesigned card, please put all artwork on a separate disk.

**NOTECARD
4.25 X 5.5
inches
FOLDED**

DESIGN YOUR NOTE OR POST CARD *(If selected)* - If you have elected to have a Note/Post Card printed for your church, you will need to mark the card layout appropriately with an image or logo and text. You may replace a logo with a photograph if you choose. If submitting a predesigned card, please put all artwork on a separate disk.

**POSTCARD
5.5 x 3.5 inches**

DESIGN YOUR EASY BROCHURE/ VISITOR FOLDER

(If selected) - If you have elected an easy brochure/folder for your church, you will need to mark the brochure layout form appropriately with page numbers from your directory.

Page #

FRONT

Page #

BACK

Page #

INSIDE FRONT

Page #

*Not available
with folder*

INSIDE BACK

DESIGN YOUR TRI-FOLD BROCHURE

(If selected) - If you have elected to have a tri-fold brochure printed for your church, you will need to mark the brochure layout form appropriately with photograph spaces and text. In the spaces reserved for your photographs, mark the back of the photograph and place a corresponding number

Write Image #	Write Image #	Write Image #
FIRST FOLD	BACK	FRONT

Write Image #	Write Image #	Write Image #
INSIDE FRONT	INSIDE BACK	INSIDE FOLD

on the brochure layout form. You may replace a photograph space with text if you choose. Enclose the brochure layout with your church directory and mail at the same time as you mail the directory materials. If submitting a pre-designed brochure, please put all artwork on a separate disk.

COVER & MINISTRY PAGE TEMPLATES

Captions may or may not be used with any of these designs

L-01

TITLE OR CHURCH NAME

FULL PAGE BLEED

Year 2019

L-02

TITLE OR CHURCH NAME

SIDE BLEED

YEAR/DATE

Directory of Members & Friends

L-03

5"x7" or 7"x 5"

L-04

Headline Goes Here

1 2 3

4 5 6

7 8

9 10 11

L-05

Headline Goes Here

1 2

3 4 5

6 7

8 9

L-06

Headline Goes Here

1

2 3

L-07

Pastor's Message

1 3

2 4 5

L-08

Headline Goes Here

Pastor's Message

1

2 3 4 5

L-09

Headline Goes Here

Pastor's Message

1

2 3 4

L-10

Headline Goes Here

1 2

3 4

L-11

Headline Goes Here

1 2

3 4

L-12

Headline Goes Here

1 2

3

4 5

L-13

Headline Goes Here

1 3

2 4 5

L-14

Headline Goes Here

1 2

3 4 5

L-15

Headline Goes Here

1 2

3 4

5 6

L-16

Headline Goes Here

1

2 3 4

5

6

COVER & MINISTRY PAGE TEMPLATES

Captions may or may not be used with any of these designs

L-17

Headline Goes Here

1	2	3
4	5	6
7		

L-18

Headline Goes Here

1	2
3	4
5	6
7	8

L-19

Headline Goes Here

1	2	3
4	5	6
7	8	9

L-20

1	2	3
4	5	6
7	8	9
10	11	12

L-21

Headline Goes Here

1	2	3
4	5	6
7	8	9

L-22

Headline Goes Here

1	2
3	4
5	6
7	8
9	10

L-23

1	2	3
4		
5	6	7

L-24

Pastors Message Goes right here

1

2

Serving the Lord

3

4

5

L-25

1	2	3	4	5
6	9			
7				
8	10			

L-26

1	2	3	4
5	6	7	8
9	10	11	12

L-27

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15

L-28

Pastor

Pastors Message Goes right here

1

2

3

4

Bible Verse or Quote can go right here or even the mission statement.

5

Staff

L-29

From Our Picnic

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

L-30

1	2
3	4
5	6
7	8
9	10
11	12
13	14

Our Ministries at home and abroad

L-31

1	2
3	4
5	6
7	8
9	10

XYZ - Outreach - ABW - Faith Action Groups - Worship - Baptism

L-32

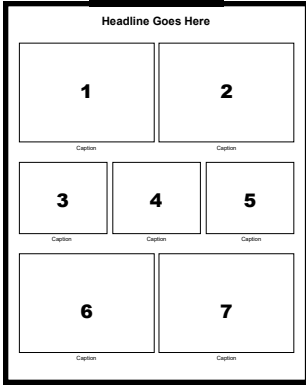
1	2	3	4
5	6	7	8
9	10		

XYZ - Outreach - ABW - Faith Action Groups - Worship - Baptism

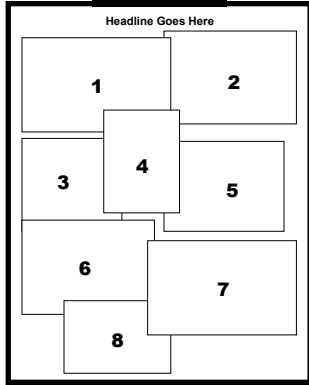
COVER & MINISTRY PAGE TEMPLATES

Captions may or may not be used with any of these designs

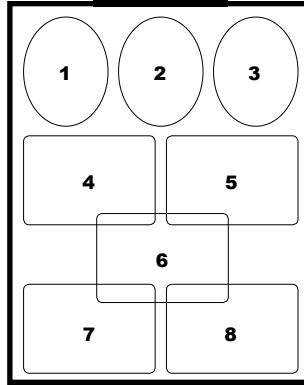
L-33



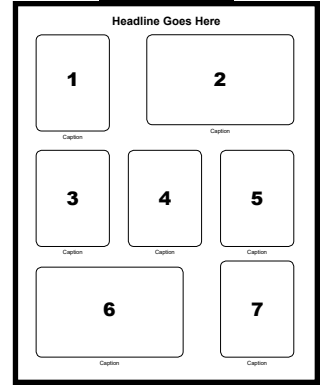
L-34



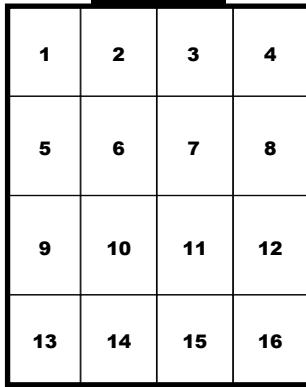
L-35



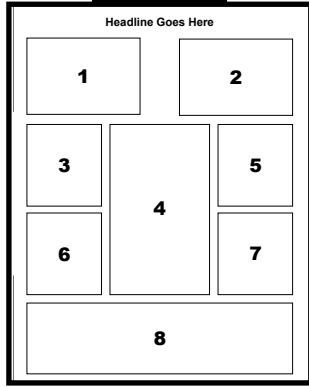
L-36



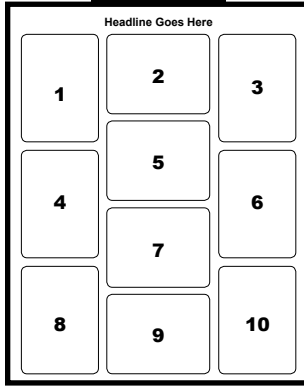
L-37



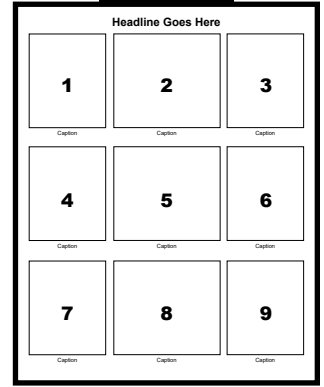
L-38



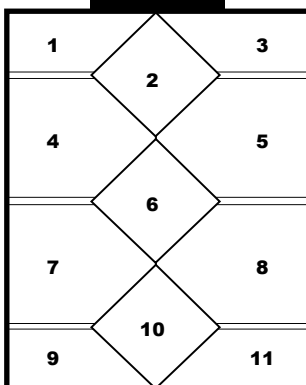
L-39



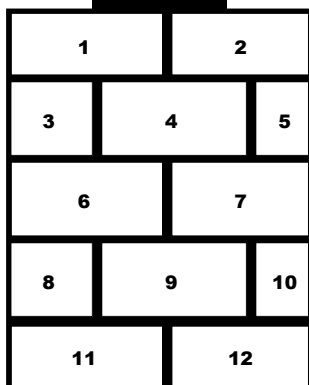
L-40



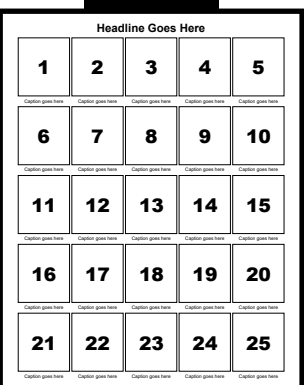
L-41



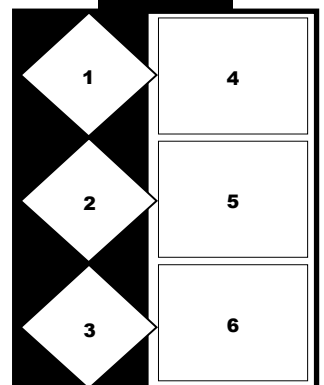
L-42



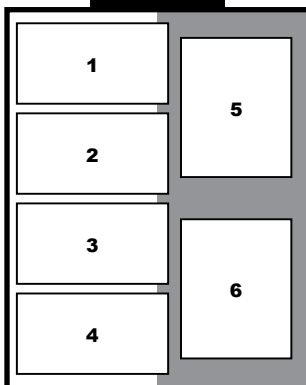
L-43



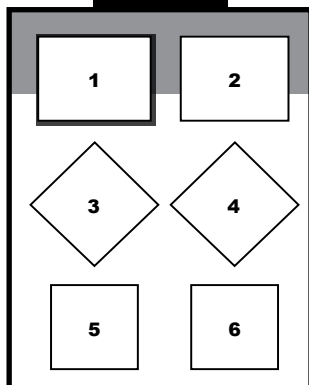
L-44



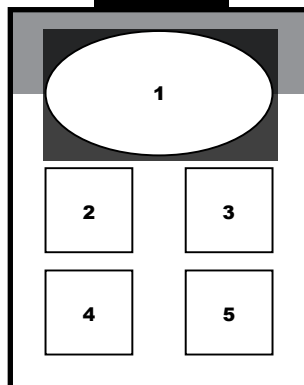
L-45



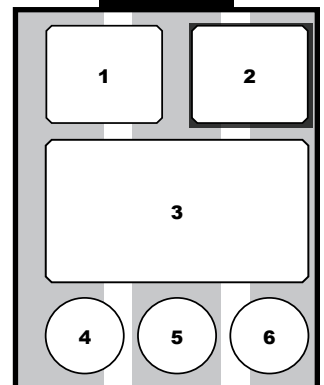
L-46



L-47



L-48



UCD Designer Series Templates Instructions

These templates are designed for your use. You can use the any template for the Cover, Ministry Pages and Family Pages, or you can use them in any combination.

AS AN EXAMPLE:

- DS1 Cover with DS 11 Ministry Pages and/or Family Pages
- DS 16 Cover with DS 6 Ministry Pages and/or Family Pages, with any of the available colors as the background for Ministry and Family Pages.

Keep in mind that horizontal photos work best with horizontal boxes, as does vertical photos with vertical boxes for the Ministry Pages.

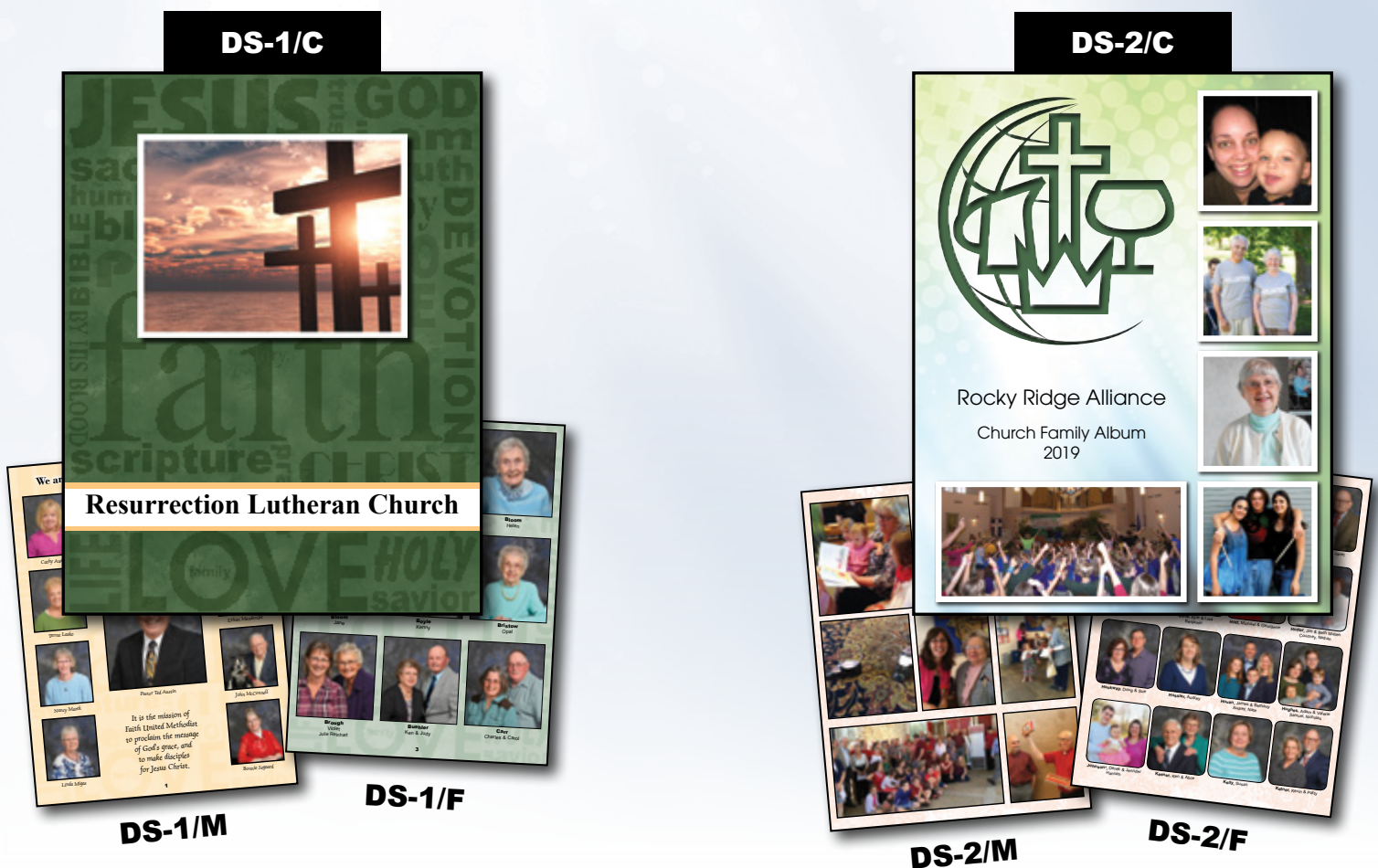
You can also submit your own design and background. We accept InDesign, Photoshop, Publisher or Illustrator files. Please include all images used in your design and burn it to a CD or Flash Drive and place it into the **Design Materials Envelope**.

DS1 - is the Designer Series name and number

C - Cover • **M** - Ministry Pages • **F** - Family Section

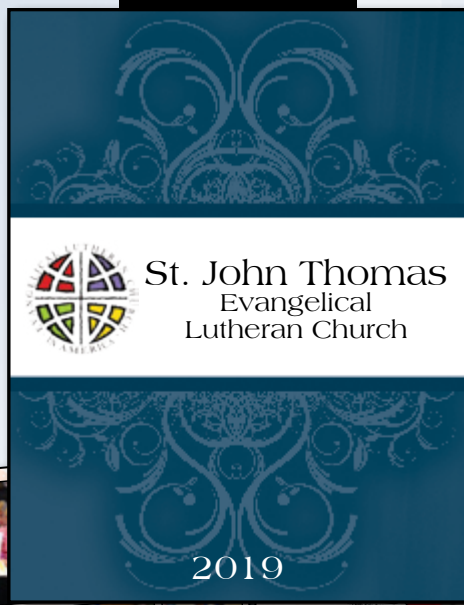
USE ANY OF THESE TEMPLATES WITH YOUR OWN PHOTOS & LOGOS

• FAMILY & CHURCH IMAGES IN DS-SERIES MINISTRY & FAMILY PAGES ARE FOR EXAMPLE ONLY! •



Choose your directory design from our Designer Series Templates

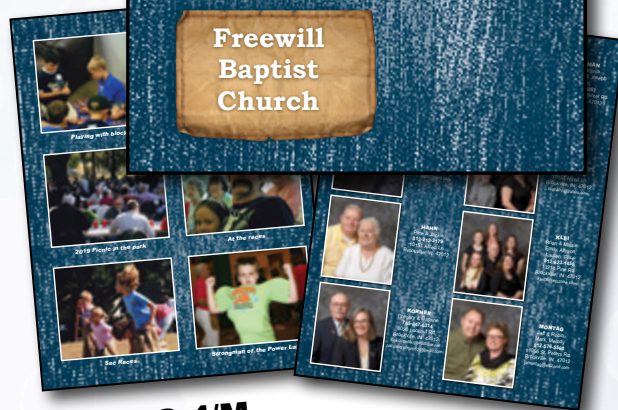
DS-3/C



DS-3/M

DS-3/F

DS-4/C

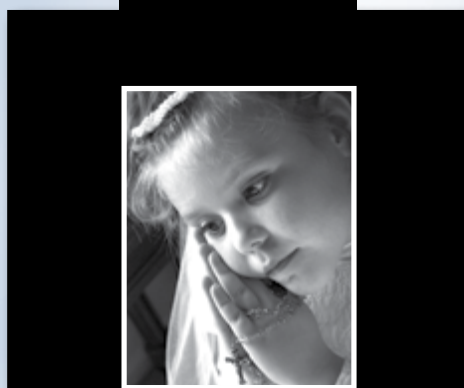


DS-4/M

DS-4/F

• FAMILY & CHURCH IMAGES IN DS-SERIES MINISTRY & FAMILY PAGES ARE FOR EXAMPLE ONLY! •

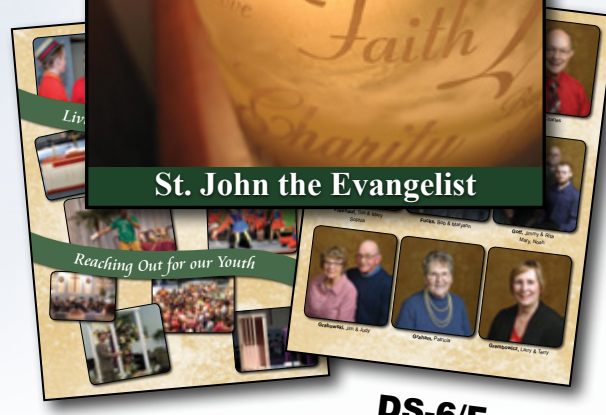
DS-5/C



DS-5/M

DS-5/F

DS-6/C



DS-6/M

DS-6/F

Then customize your directory pages

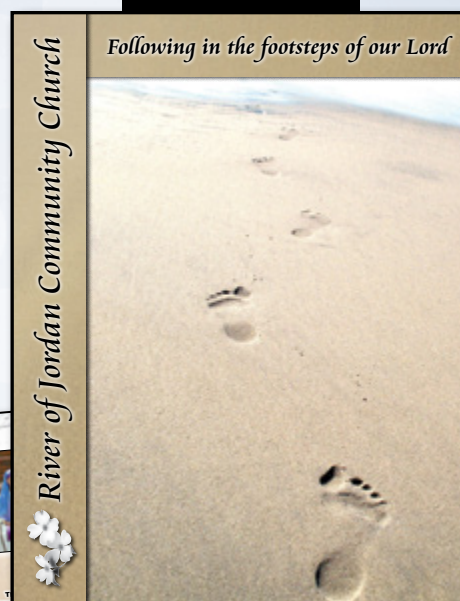
DS-7/C



DS-7/M

DS-7/F

DS-8/C

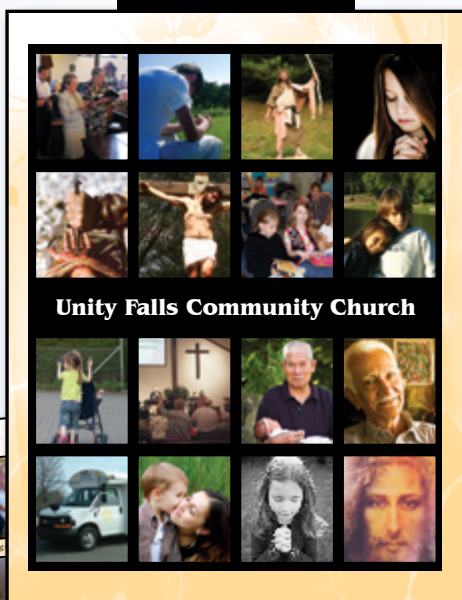


DS-8/M

DS-8/F

• FAMILY & CHURCH IMAGES IN DS-SERIES MINISTRY & FAMILY PAGES ARE FOR EXAMPLE ONLY! •

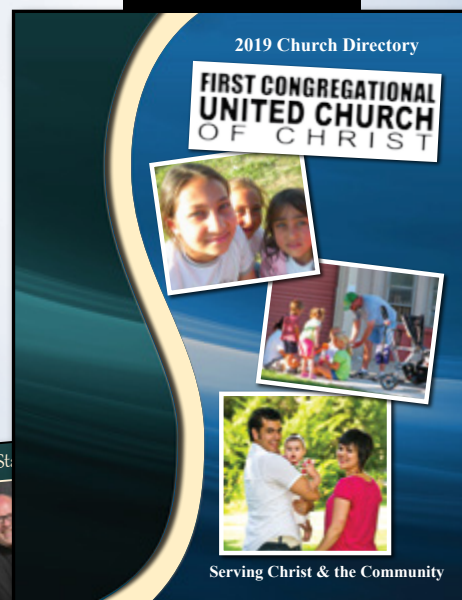
DS-9/C



DS-9/M

DS-9/F

DS-10/C

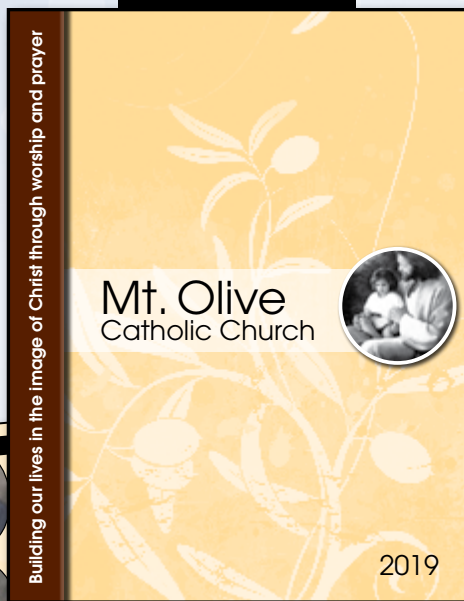


DS-10/M

DS-10/F

using any background design, style or color.

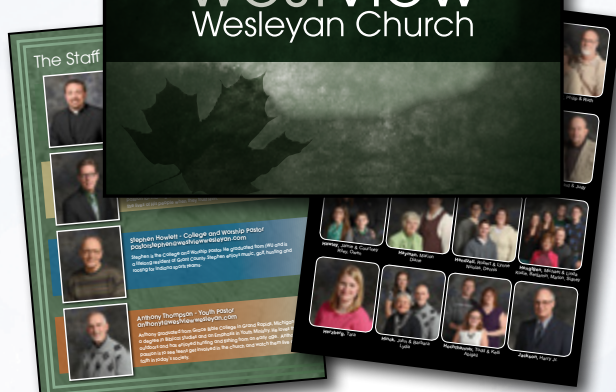
DS-11/C



DS-11/M

DS-11/F

DS-12/C

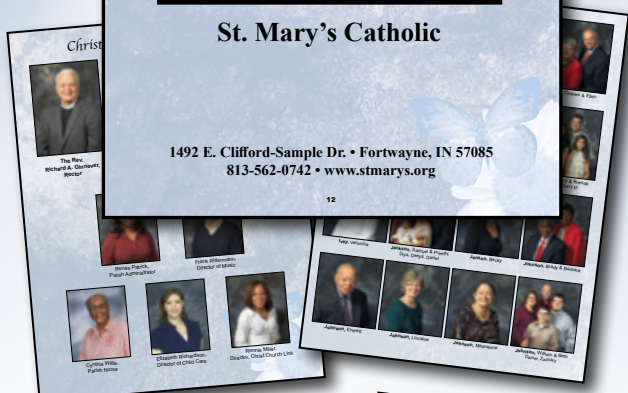
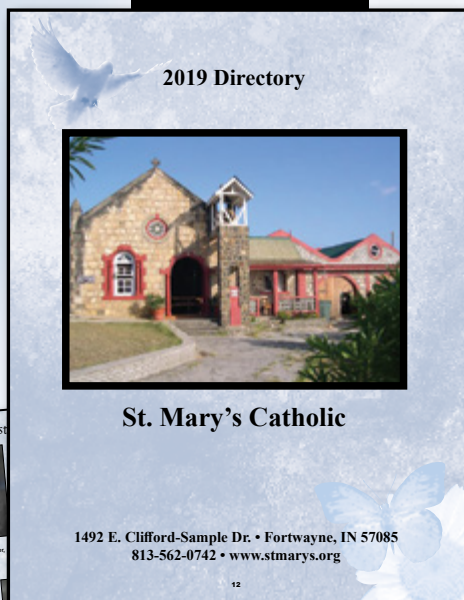


DS-12/M

DS-12/F

• FAMILY & CHURCH IMAGES IN DS-SERIES MINISTRY & FAMILY PAGES ARE FOR EXAMPLE ONLY! •

DS-13/C



DS-13/M

DS-13/F

DS-14/C

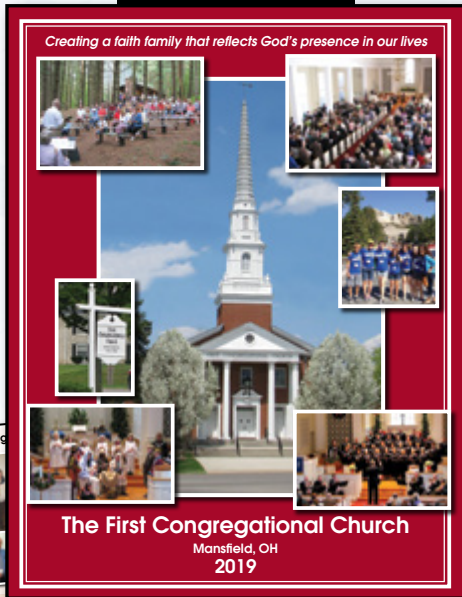


DS-14/M

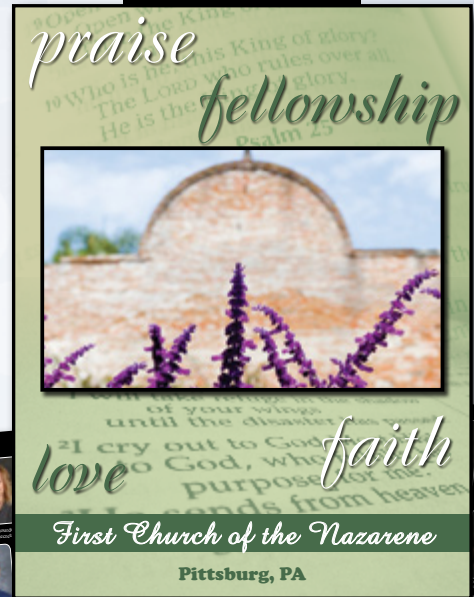
DS-14/F

Making your choices easier to create your Directory.

DS-15/C



DS-16/C



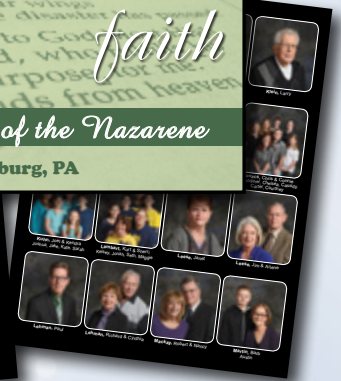
DS-15/M



DS-15/F



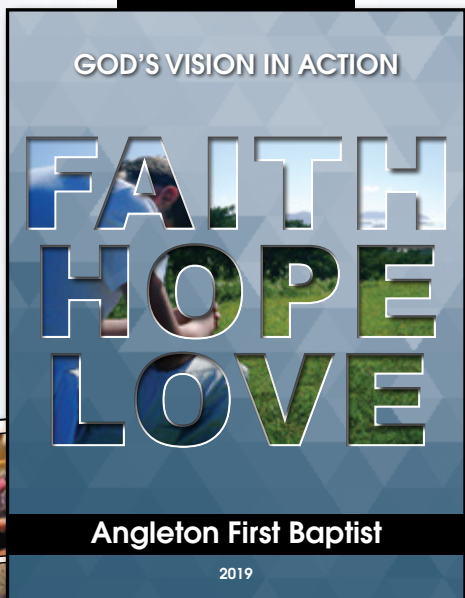
DS-16/M



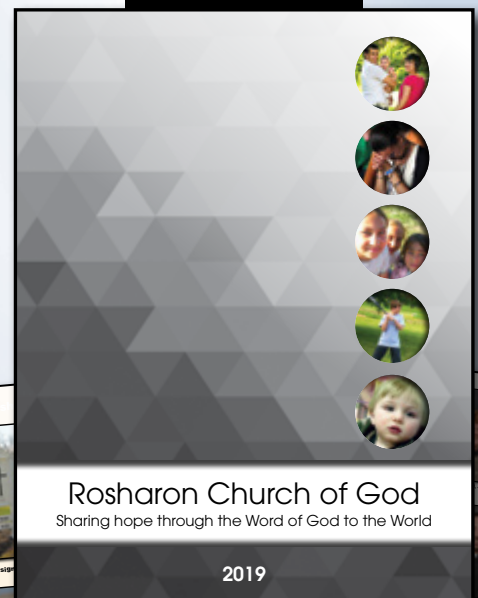
DS-16/F

• FAMILY & CHURCH IMAGES IN DS-SERIES MINISTRY & FAMILY PAGES ARE FOR EXAMPLE ONLY! •

DS-17/C



DS-18/C



DS-17/M



DS-17/F



DS-18/M



DS-18/F

**INSERT ALL ENVELOPES AND
DESIGN PAGES HERE**

