

CUSTOM, EVOLVING & SMALL PROGRAMS – DIRECTORY DESIGN GUIDE –

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

Church Name _____

City _____ State _____ Zip _____

Contact Person _____

Daytime Phone # _____ Email _____

TO START THE DIRECTORY PROCESS

..... **YOU MUST**

**RETURN THIS COMPLETED DESIGN GUIDE & MATERIALS
LISTED BELOW TO UNIVERSAL CHURCH DIRECTORIES**



1. Directory Design Guide (*Completely fill out pages 2-6*)
2. Completed cost summary (*page 5 in this booklet*) with check or money order if applicable
3. Cover, Ministry Page and Submitted Photos sheets placed in back pocket
4. Photo Session Envelope detailing staff images (*With extra images supplied by the church*)
5. Roster Listing (*if applicable*) preferably on a CD or Flashdrive
6. Ministry Tool sheet (*if applicable, see page 24*) 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
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 covers.	15	20
Hardback, Perfect Bound	15	30
Program Credit Option (<i>Soft, Spiral, UV Coated and Back Pocket Covers</i>)	10	10

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



- 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**
(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 24 pre-set colors and 9 pre-designed backgrounds, and 18 Designer Series Templates to choose from)
- 5. Decide on the layout for Front & Back Cover**
(take a look at the Designer Series templates & Sample Covers to develop ideas for your directory)
- 6. Decide 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.)

• • • • • **NOTES** • • • • •

[illegible]

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IF YOUR CHURCH IS RECEIVING THE MYUCD APP

We need the Name, Email Address and Phone Number of the person that will be the APP Administrator for your church. This should be someone who is comfortable with technology.

After your Directory Program is complete, we will send you a link in an email with all the information on how to administer and download the APP for you and your church members.

THE AREA BELOW MUST BE FILLED OUT IF YOUR CHURCH IS RECEIVING THE MYUCD APP



Directory APP

APP Administrators Name: _____

Phone Number: _____

Calendar Link: _____

Email: _____

Instagram Link: _____

Website: _____

Announcements Link: _____

Facebook: _____

Online Giving Link: _____

Twitter: _____

Video Services Link: _____

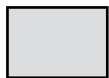
DESIGN AS EASY AS 1-2-3

1. Decide how to use your credits for extra pages or ministry tools
2. Decide cover layout and set theme, colors and styles inside your book
3. Get ahead on Pastor, Staff & Ministry pages by collecting photos of group activities

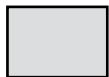
CHOOSE YOUR DIRECTORY DESIGN METHOD



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



UNIVERSAL DESIGN METHOD - Design your ministry pages and covers utilizing Universals pre-designed 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 JPG 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



Custom Directory Program
(Utilize Credit Enhancements)



Evolving Album Program
(No Credits Available)



Small Church Program
(Photograph Less than 32 Families)

SMALL CHURCH PROGRAM



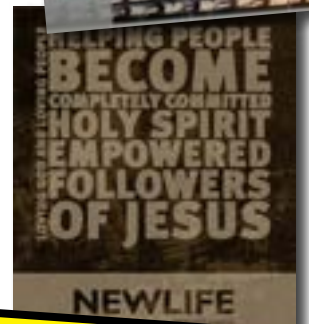
Number of families photographed at your church

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 (*Premier Connect, Premier Traditional or Traditional*)
- Ministry pages, family section and roster pages (*totalling 8 pages in the directory*)
- Use of our background colors and styles -OR- our Design Series
- Opportunity to purchase Directory Enhancements or Ministry Tools

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 4 of this Directory Design Guide**
3. Determine if a non-photographed roster will be included in the directory:
Estimate is 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.



Regardless of special notes on contract - BONUS, SPECIALS OR CREDITS ARE NOT AVAILABLE WITH THIS PROGRAM.

THE EVOLVING ALBUM PROGRAM

Number of families photographed at your church

The **Evolving Album Program** qualifications are that the church must photograph 32 families and must be at least 3 years since their last directory. The church must submit all materials for directory production within 12 months of the last photography date. You will receive a 5-1/2 x 8 1/2 directory with a front and back cover, inside front & inside back cover or a staff page. Plus a 10% overrun of families photographed.

Update Photography Program for the Evolving Album 25 or more New Families must be photographed and must be used within 2 years of the original photography date or it will expire.

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

☐ **5-1/2 X 8-1/2 Premier Connect**

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

~ **FRONT & BACK COVER INCLUDED** ~

CHOOSE ONE

☐ Inside Front & Inside Back Cover

☐ Staff Page

CHOOSE ONE

☐ MyUCD App

☐ Directory Images-JPG Format

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

THE CUSTOM DIRECTORY PROGRAM

Number of families photographed at your church

The Custom Directory Program 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 Custom Directory Program with your earned Program Credit Enhancements.

You may choose from 3 different family section styles. **Premier Connect** with 8 families per page - contact info next to image, no roster. **Premier Traditional** with 9 families per page - names only beneath the image. No roster. **Traditional** with 16 families per page - name only beneath the image - with a complete roster in the back of the directory.

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.

Program Credit Enhancement Allocation is based on the following criteria:

32-69 families 5 Program credits

70-104 families 6 Program credits

105-139 families 8 Program credits

140-174 families 9 Program credits

175-209 families 11 Program credits

210-244 families 12 Program credits

245-279 families 14 Program credits

280-314 families 15 Program credits

315-349 families 18 Program credits

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

..... OUR MOST POPULAR PROGRAM!

DESIGN YOUR DIRECTORY USING THE EARNED PROGRAM CREDIT ENHANCEMENTS.

Cover Enhancements, Ministry Pages, Visitor Folders, Brochures, Postcards & more!

CHOOSE YOUR DIRECTORY SIZE, BINDING, COVER STYLE AND BACKGROUND COLORS

SELECT ALL BOXES THAT APPLY

DIRECTORY SIZE

☐ 8-½ X 11

The Custom Program

☐ 5-½ X 8-½

☐ 5-½ X 8-½

The Evolving Album Program

BINDING STYLE

☐ **Saddle Stitched** (over 72 pages will be Spiral Bound)

☐ **Black Spiral Bound**

(1 Program Credit)

☐ **Wire Spiral Bound**

(2 Program Credits)

☐ **Hardback** (Not available with Evolving Directories)

(Must photo 250 families to qualify. 3 Program Credits)

☐ **Perfect Bound**

(Must photo 250 families to qualify. 3 Program Credits)

COVER STYLE

☐ **Standard Soft**

(Included)

☐ **UV Gloss Coated**

(1 Program Credit)

☐ **Back Pocket**

(1 Program Credit)

FAMILY SECTION

SELECT YOUR FAMILY SECTION STYLE

☐ **8-½ x 11 Premier Connect - 8 Families per page** - includes address, phone numbers, email addresses

(does not include a roster)

☐ **8-½ x 11 Standard Traditional - 16 Families per page** - name only beneath photos

(roster included in back of directory)

☐ **8-½ x 11 Premier Traditional - 9 Families per page** - name only beneath photos (does not include a roster)

☐ **5-½ x 8-½ Premier Connect - 9 Families per page** - includes address, phone numbers, email addresses

(does not include a roster)

☐ **5-½ x 8-½ Traditional - 12 Families per page** - name only beneath photos (roster included in back of directory)

Please be advised that a roster listing in the back of a premier connect or premier traditional 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)

SELECT BACKGROUND COLOR & STYLE

FAMILY SECTION

☐ No color/style

☐ Background color _____

☐ Background style _____

☐ Designer Series _____

ROSTER SECTION

☐ No color/style

☐ Background color _____

☐ Background style _____

☐ Designer Series _____

(for color and background choices please see pages 6-7 - Designer Series templates start on page 8)

CUSTOM 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 (<i>Excessive changes, Second addresses, etc.</i>)	\$20.00 ea. page			
	Custom per Page (<i>Font, Type, Size, Additional Info</i>)	\$50.00 ea. page			
	1 Roster Page (<i>camera ready</i>)	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 8 Submitted Family Section Photos (Limit 1) Not Available with Hardback Programs	1 Credit			
	Submitted Family Section Photo	\$15.00 each			
	Submitted Family Section Photo for Hardback or Perfect Bound	\$25.00 each			
COVER OPTIONS	UV Gloss Coated Cover	1 Credit/\$100.00			
	Plastic Spiral Bound (<i>Automatic - Standard Soft over 72 pages</i>) (<i>back pocket not available</i>)	1 Credit/\$100.00			
	Wire Spiral Bound (<i>back pocket not available</i>)	2 Credits/\$200.00			
	Additional Cover for Spiral Bound (<i>2 or 3 Charge Churches</i>)	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	\$15.00 per copy			
	8 Additional Hardback	1 Credit			
	Additional 20% Overrun of Directories (<i>40 Directory max. Limit 2</i>)	1 Credit			
	Additional 10% Overrun of Perfect Bound Directories (<i>20 Directory max. Limit 2</i>)	1 Credit			
	10/10 Delivery Schedule	1 Credit/\$100.00			
MINISTRY TOOLS	Church Directory App	2 Credits/\$200.00			
	Digital Directory CD-ROM (<i>PDF, Family Images, Templates</i>)	1 Credit/\$100.00			
	Portrait Gift Certificates (\$200.00 Value)	1 Credit			
	250 Postcards - 3-1/2 x 5-1/2 <input type="checkbox"/> - or - 100 Postcards - 5-1/2 x 8-1/2 <input type="checkbox"/>	1 Credit/\$100.00			
	250 Picture Business Cards - 3-1/2 x 2	1 Credit/\$100.00			
	250 Easy Brochures - 11x17 <input type="checkbox"/> - or - 8-1/2 x 11 <input type="checkbox"/> - Bi-Fold	1 Credit/\$100.00			
	250 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 Custom Brochures - 11x17 - Bi-Fold	2 Credit/\$200.00			
	250 Notecards & Envelopes	1 Credit/\$100.00			
	100 Easy Connect Brochures (<i>193 Family Increments</i>) 8-1/2 x 11 - 4 Pg Increments	1 Credit/\$100.00			
	Individual Database Images Program	2 Credits/\$200.00			
	Family Database Images Program	1 Credit/\$100.00			
	50 Easy Visitor Folders - 8-1/2 x 11 <input type="checkbox"/> - or - 5-1/2 x 8-1/2 <input type="checkbox"/>	2 Credits/\$200.00			
	50 Custom Visitor Folders - 8-1/2 x 11 <input type="checkbox"/> - or - 5-1/2 x 8-1/2 <input type="checkbox"/>	4 Credits/\$400.00			

NUMBER OF FAMILIES PHOTOGRAPHED
 PROGRAM CREDITS EARNED
 NUMBER OF PROGRAM CREDITS USED
 COST OF ADDITIONAL PROGRAM OPTIONS

UCD REP
INITIALS _____

AMOUNT ENCLOSED:

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

<input type="checkbox"/> BKG-1 GRAY CMYK-0-0-0-14 RGB-222-223-224	<input type="checkbox"/> BKG-2 CREAM CMYK-0-5-16-0 RGB-255-240-215	<input type="checkbox"/> BKG-3 LIGHT GOLD CMYK-0-14-47-0 RGB-255-219-150	<input type="checkbox"/> BKG-4 BEIGE CMYK-0-10-14-5 RGB-241-219-203	<input type="checkbox"/> BKG-5 LIGHT MAUVE CMYK-0-14-5-10 RGB-229-204-205	<input type="checkbox"/> BKG-6 DARK TAN CMYK-10-20-30-20 RGB-188-168-147
<input type="checkbox"/> BKG-7 SAGE CMYK-50-20-50-0 RGB-137-172-143	<input type="checkbox"/> BKG-8 SKY BLUE CMYK-13-5-0-0 RGB-218-230-245	<input type="checkbox"/> BKG-9 STEEL BLUE CMYK-20-10-0-10 RGB-181-195-217	<input type="checkbox"/> BKG-10 TURQUOISE CMYK-40-10-13-10 RGB-138-180-193	<input type="checkbox"/> BKG-11 ROYAL BLUE TYPE WILL REVERSE CMYK-100-54-0-34 RGB-0-77-134	<input type="checkbox"/> BKG-12 NAVY BLUE TYPE WILL REVERSE CMYK-89-35-10-75 RGB-0-49-75
<input type="checkbox"/> BKG-13 DARK SAGE TYPE WILL REVERSE CMYK-80-50-85-10 RGB-222-223-224	<input type="checkbox"/> BKG-14 DARK MAUVE TYPE WILL REVERSE CMYK-20-80-50-10 RGB-183-79-95	<input type="checkbox"/> BKG-15 UCD RED TYPE WILL REVERSE CMYK-0-100-75-35 RGB-167-8-44	<input type="checkbox"/> BKG-16 BURGUNDY TYPE WILL REVERSE CMYK-0-100-35-65 RGB-113-0-43	<input type="checkbox"/> BKG-17 CHOCOLATE TYPE WILL REVERSE CMYK-0-70-90-71 RGB-87-30-0	<input type="checkbox"/> BKG-18 BLACK TYPE WILL REVERSE CMYK-0-0-0-0 RGB-0-0-0
<input type="checkbox"/> BKG-19 SUNKIST TYPE CAN REVERSE CMYK-0-30-100-0 RGB-253-185-19	<input type="checkbox"/> BKG-20 ORANGE TYPE WILL REVERSE CMYK-0-75-100-0 RGB-242-101-34	<input type="checkbox"/> BKG-21 LAVENDER TYPE WILL REVERSE CMYK-50-50-0-10 RGB-124-119-173	<input type="checkbox"/> BKG-22 PURPLE TYPE WILL REVERSE CMYK-65-100-0-10 RGB-110-36-132	<input type="checkbox"/> BKG-23 GREEN TYPE WILL REVERSE CMYK-80-0-100-10 RGB-10-162-69	<input type="checkbox"/> BKG-24 BRIGHT BLUE TYPE WILL REVERSE CMYK-90-11-0-0 RGB-25-163-221

ADD STYLES TO THE BACKGROUND COLORS

<input type="checkbox"/> A - GHOSTED YOUR IMAGE	<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
<input type="checkbox"/> G - WAVE	<input type="checkbox"/> H - BRICK WALL	<input type="checkbox"/> I - MASON	<input type="checkbox"/> J - PAPER BAG	<input type="checkbox"/> K - PRINT DOTS	<input type="checkbox"/> L - WOOD

The Style samples above have no color applied to them at all. The Style samples on page 7 have the colors applied to them. Each application of color will slightly change the way that the texture appears as shown.

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.

SAMPLE BACKGROUNDS & COLORS APPLIED

WHEN YOU APPLY A COLOR TO A BACKGROUND STYLE, IT LIGHTENS THE COLOR



BKG-15 ONLY



STYLE E WITH BKG15 COLORING



STYLE E WITH BKG20 COLORING
& BKG15 APPLIED TO BOX



STYLE E WITH BKG-10 COLORING



STYLE E WITH BKG-3 COLORING
& BKG20 APPLIED TO BOX



STYLE E WITH BKG-13 COLORING



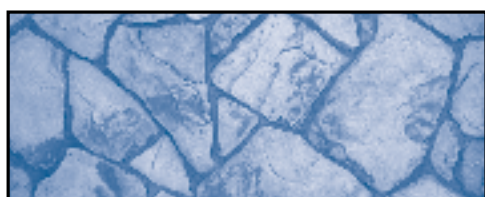
STYLE H WITH BKG-6 COLORING
& BKG20 APPLIED TO BOX



BKG-6 ONLY



BKG-13 ONLY



STYLE I WITH BKG-11 COLORING



STYLE I WITH BKG-11 COLORING
& BKG12 APPLIED TO BOX



BKG-11 ONLY



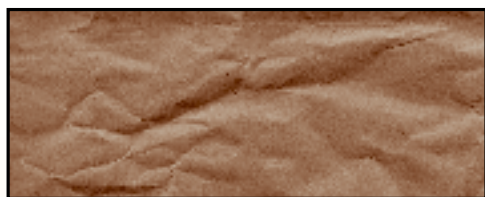
STYLE K WITH BKG-14 COLORING



BKG-14 ONLY



STYLE K WITH BKG-14 COLORING
& BKG-5 APPLIED TO BOX



STYLE J WITH BKG-20 COLORING
& BKG6 APPLIED TO BOX



BKG-20 ONLY



STYLE L WITH BKG-20 COLORING

CHOOSE FONT FOR HEADLINES & CAPTIONS

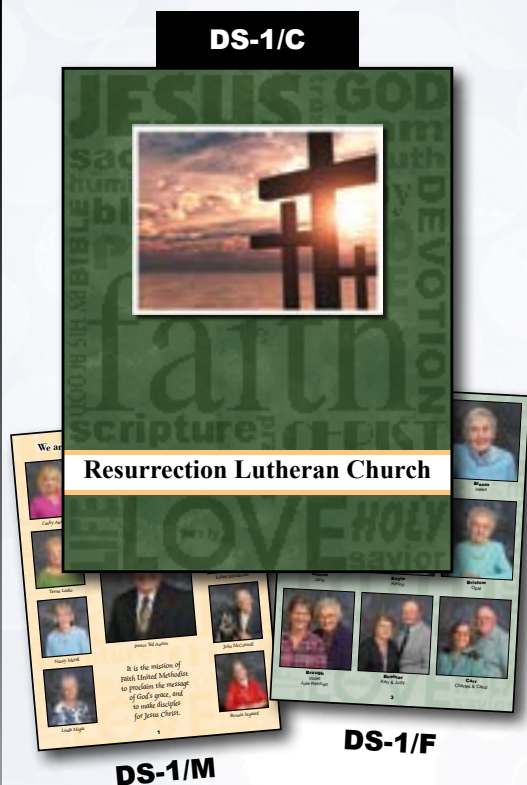
- | | | |
|--|---|---|
| <input type="checkbox"/> Arial | <input type="checkbox"/> Cataneo | <input type="checkbox"/> Avant Garde |
| <input type="checkbox"/> Arial Black | <input type="checkbox"/> Cooper Black | <input type="checkbox"/> Impact |
| <input type="checkbox"/> Eras Demi/ Eras Bold | <input 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"/> <i>Harlow Solid Italic</i> | <input type="checkbox"/> <i>Blacksworld</i> |
| <input type="checkbox"/> Papyrus | <input type="checkbox"/> CASTELLAR | <input type="checkbox"/> Herrington |

UCD Designer Series Template Instructions

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

Choose your directory design from our Designer Series Templates

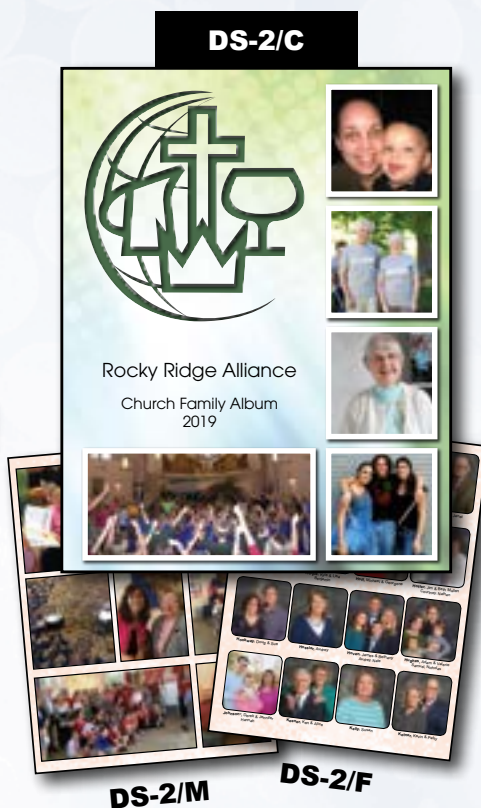
DS-1/C



DS-1/M

DS-1/F

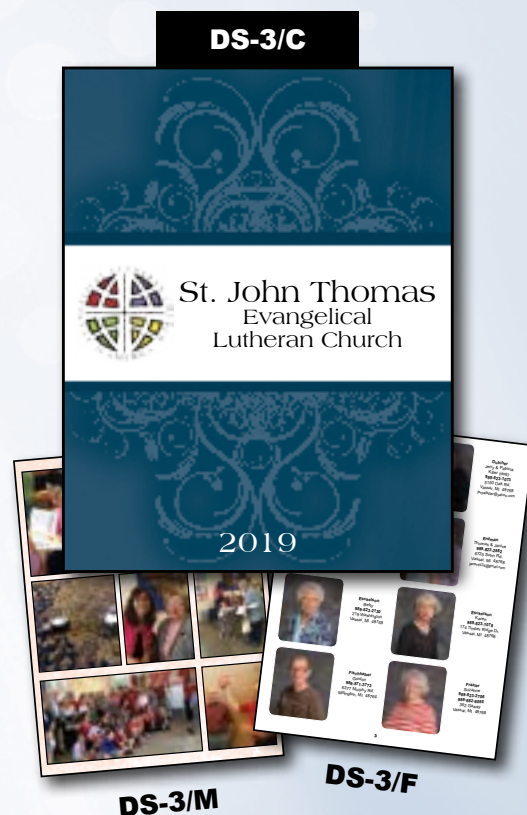
DS-2/C



DS-2/M

DS-2/F

DS-3/C



DS-3/M

DS-3/F

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

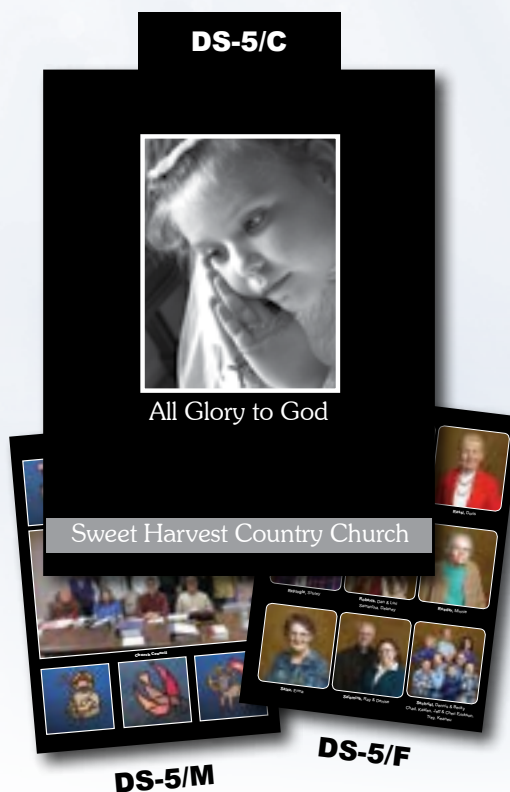
DS-4/C



DS-4/M

DS-4/F

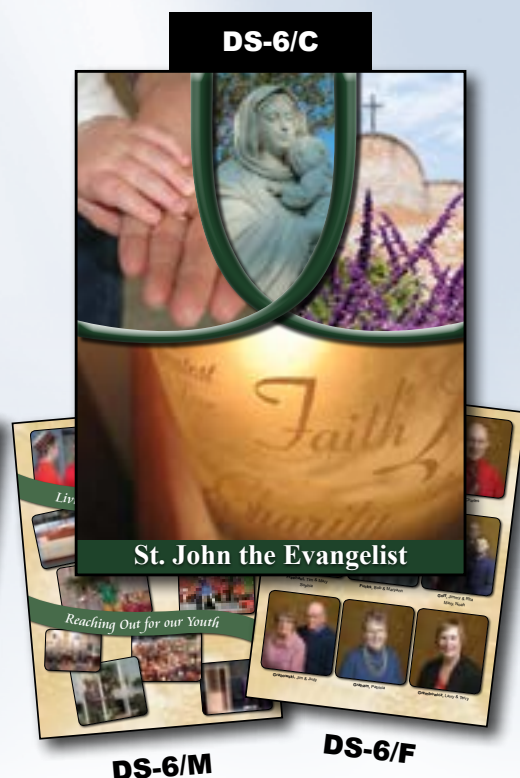
DS-5/C



DS-5/M

DS-5/F

DS-6/C



DS-6/M

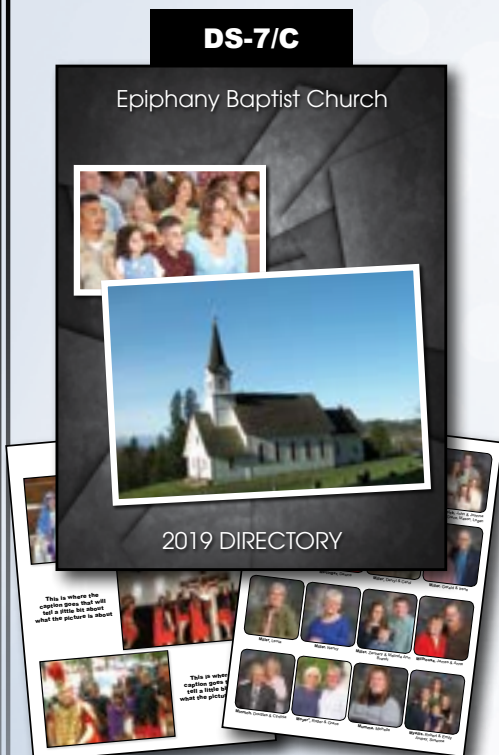
DS-6/F

DS1 - is the Designer Series name and number C - Cover • M - Ministry Pages • F - Family Section

AS AN EXAMPLE:

- DS-1 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.

DS-7/C



DS-7/M

DS-7/F

DS-8/C



DS-8/M

DS-8/F

DS-9/C



DS-9/M

DS-9/F

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

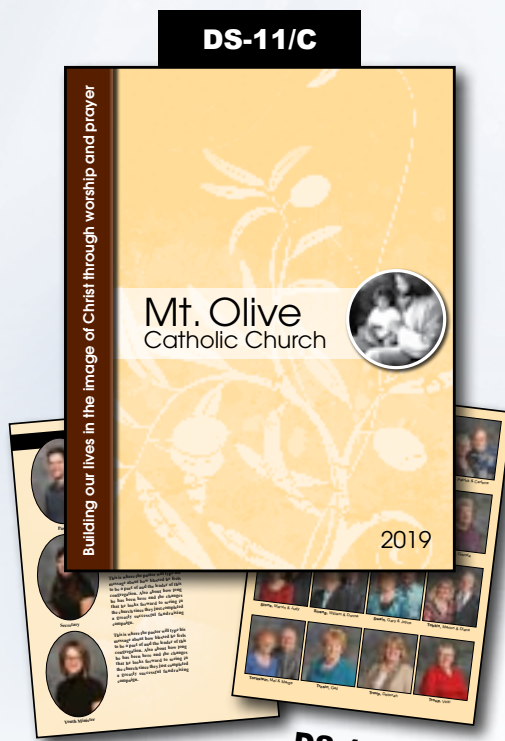
DS-10/C



DS-10/M

DS-10/F

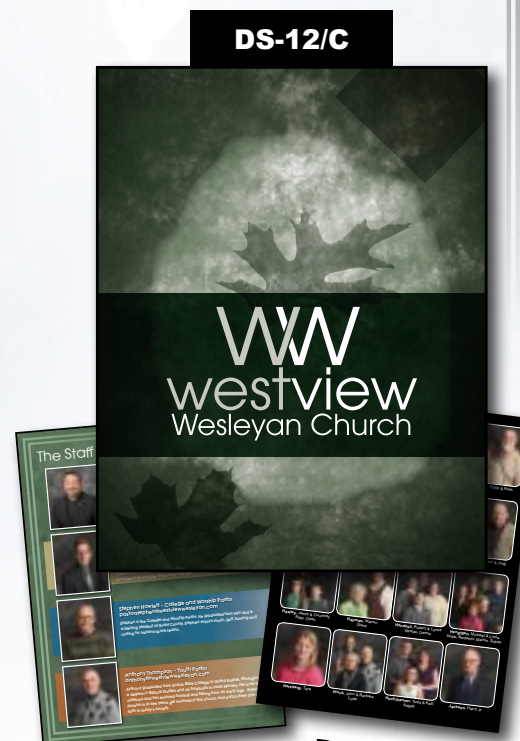
DS-11/C



DS-11/M

DS-11/F

DS-12/C



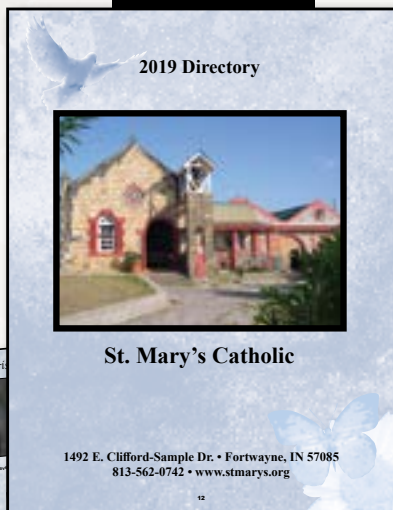
DS-12/M

DS-12/F

Use any of these templates with your own photos & logos using any background design, style or color.

You can also submit your own design and background. We accept InDesign, Photoshop, Publisher, Word 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**.

DS-13/C



DS-13/M

DS-13/F

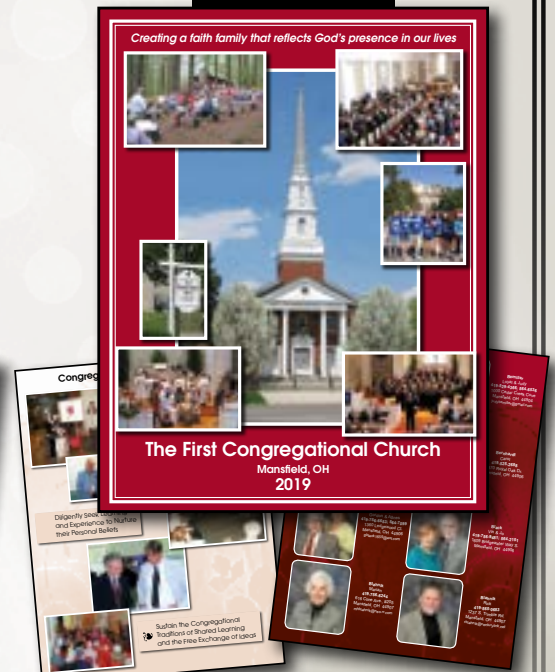
DS-14/C



DS-14/M

DS-14/F

DS-15/C

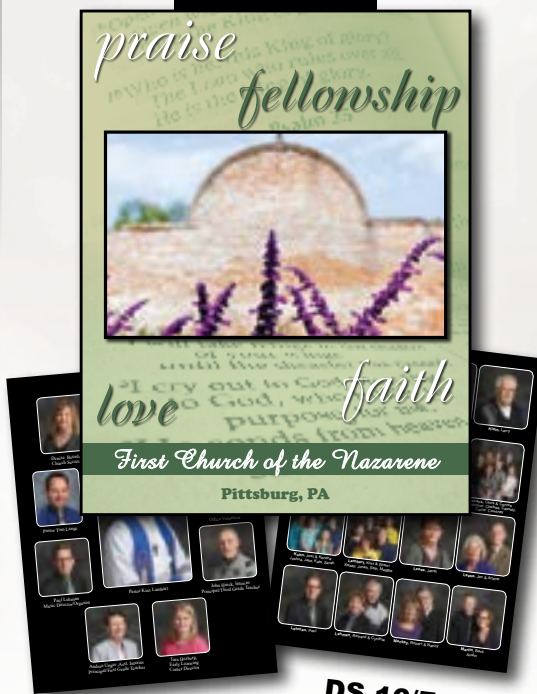


DS-15/M

DS-15/F

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

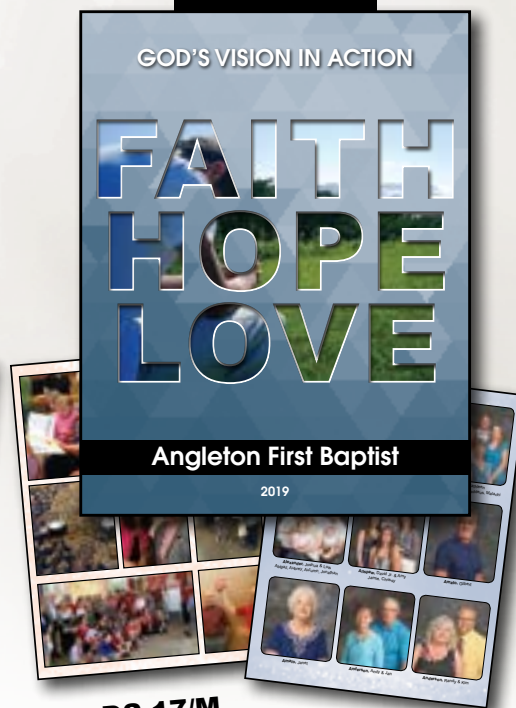
DS-16/C



DS-16/M

DS-16/F

DS-17/C



DS-17/M

DS-17/F

DS-18/C

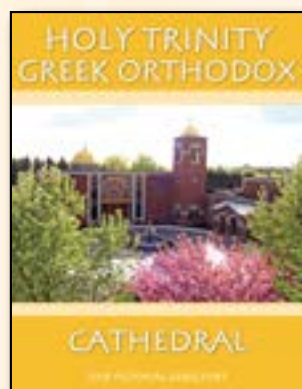


DS-18/M

DS-18/F

SAMPLE IDEAS FOR COVERS

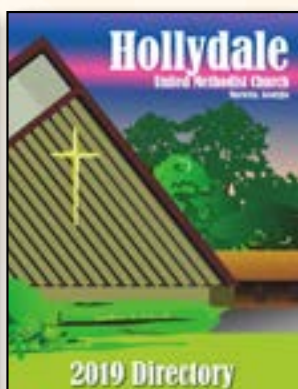
FOR MORE IDEAS & LAYOUT SAMPLES go online to <https://ucdir.com/layout-smples.php>



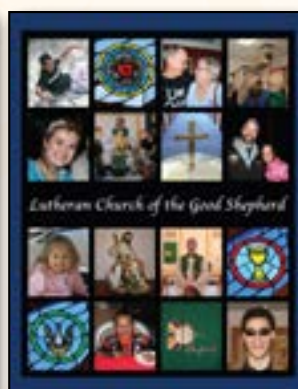
COV-1



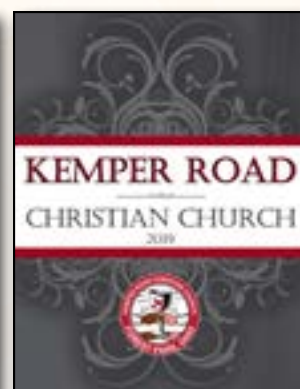
COV-2



COV-3



COV-4



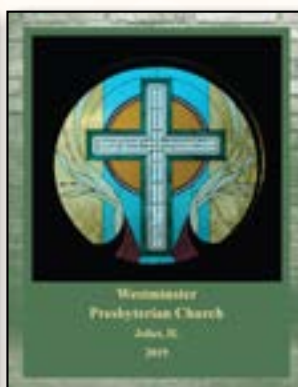
COV-5



COV-6



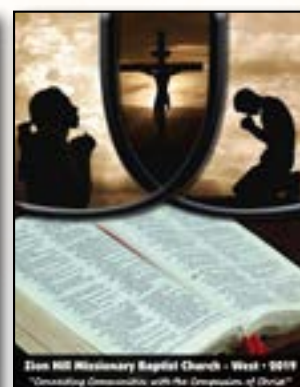
COV-7



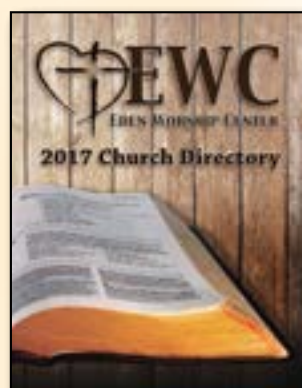
COV-8



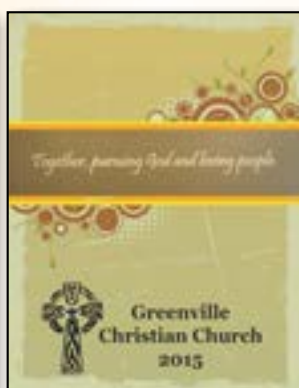
COV-9



COV-10



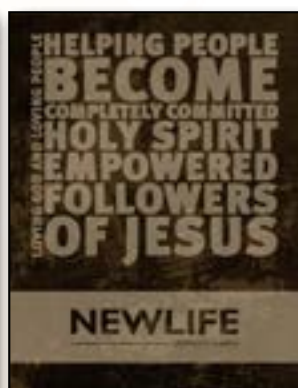
COV-11



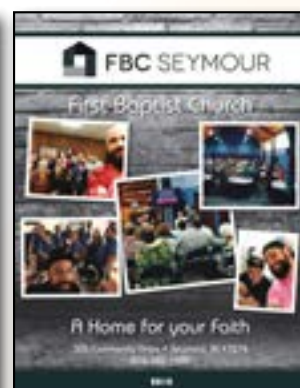
COV-12



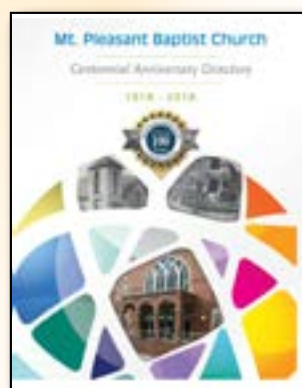
COV-13



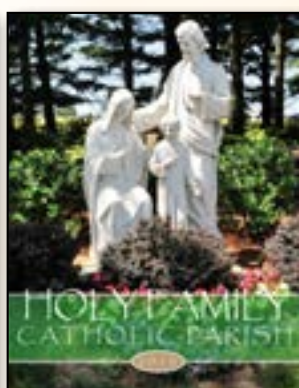
COV-14



COV-15



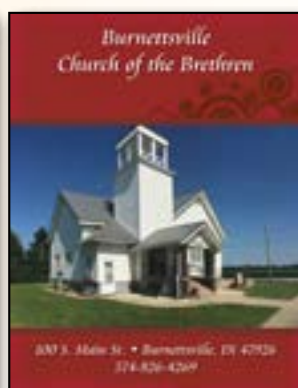
COV-16



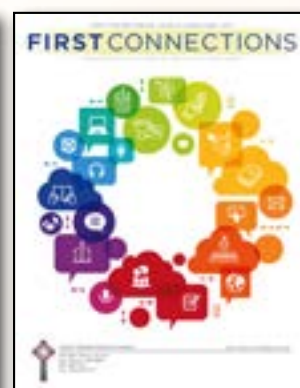
COV-17



COV-18



COV-19



COV-20

- DIGITAL SUBMISSION GUIDELINES -



ADOBE INDESIGN OR ILLUSTRATOR

All backgrounds that are not 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. Please use CMYK colorspace, if we have to convert from RGB, the color may shift/change.



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"*. Please use CMYK colorspace, if we have to convert from RGB, the color may shift/change.

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



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 & GO TO SUBMIT THESE FILES.**

PLEASE SEND A PRINTOUT OF YOUR FILES WHEN YOU SUBMIT



MICROSOFT WORD

Microsoft Word does not support CMYK images directly in its files. Word uses the RGB color format,

but there is a work around to this problem. Save your Word file as a PDF. Also in Word Options, Advanced, make sure that you check - **Do Not compress images in file** - before you output to a PDF file.

For this software, you would be responsible for making corrections and resending hi-res PDF files.

PLEASE SEND A PRINTOUT OF YOUR FILES WHEN YOU SUBMIT

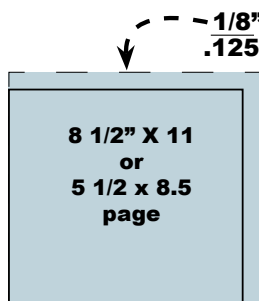


DO NOT USE - these programs to build pages



DO NOT USE PRESENTATION OR SPREADSHEET SOFTWARE TO DESIGN YOUR PAGES

(Powerpoint Or Excel) These programs are *only acceptable for text* that will be used on your page, but no images.



• THIS IS IMPORTANT WHEN YOU DESIGN • 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.

DIGITAL PHOTOGRAPHY

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

•• 300 DPI DIGITAL PHOTOS ARE PREFERRED ••

***** NON-PHOTO PAPER PHOTOS ARE NOT ACCEPTED *****

• For photo resolution, always use 300 dpi or higher. If you use a Digital Camera OR Cell Phone, always shoot on the highest setting available.

• Computer screen resolution is 72 dpi — Print resolution is 300 dpi.

Just because it looks good on your computer screen doesn't mean it will print well.

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

KEEP IN MIND THAT HORIZONTAL PHOTOS WORK BEST WITH HORIZONTAL BOXES, AS DOES VERTICAL PHOTOS WITH VERTICAL BOXES FOR THE MINISTRY PAGES.

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



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

4 5

2

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

2	1 Caption	3
5 Caption	4 Caption	6 Caption
	7 Caption	

L-18

Headline Goes Here

1 Caption	2 Caption
3 Caption	4 Caption
5 Caption	6 Caption
7 Caption	8 Caption

L-19

Headline Goes Here

1 Caption	2 Caption	3 Caption
4 Caption	5 Caption	6 Caption
7 Caption	8 Caption	9 Caption

L-20

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

L-21

Headline Goes Here

2	1 Caption	3
4 Caption	5 Caption	6 Caption
7 Caption	8 Caption	9 Caption

L-22

Headline Goes Here

1 Caption	2 Caption
3 Caption	4 Caption
5 Caption	6 Caption
7 Caption	8 Caption
9 Caption	10 Caption

L-23

1	2	3
4		
5	6	7

L-24

Pastor's Message Goes right here.

Steve Peterson
Pastor

2

Let's Acknowledge
Baptism

Serving the Lord

3

4

5

James O'Brien
Ministry

L-25

1	2	3	4	5
6	9			
7				
8	10			

Dr. Michael Wiles
Pastor

David Gaudin
West Director

Victoria David
Organist

Regina Kasper
Secretary

Yves Gaudin
Quartermaster

L-26

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

L-27

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

L-28

Pastor

Pastor's Message Goes right here.

1

Name goes here

2

Name goes here

3

Name goes here

4

Name goes here

5

Name goes here

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

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

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

L-32

1	3	4
2		
5	6	
7	8	
9	10	

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

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

Headline Goes Here

1	2
3	4
5	
6	7

L-34

Headline Goes Here

1	2
3	4
5	
6	7
8	

L-35

Headline Goes Here

1	2	3
4	5	
6		
7	8	

L-36

Headline Goes Here

1	2
3	4
5	
6	7

L-37

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

L-38

Headline Goes Here

1	2
3	4
5	
6	7
8	

L-39

Headline Goes Here

1	2	3
4	5	6
7		
8	9	10

L-40

Headline Goes Here

1	2	3
4	5	6
7	8	9

L-41

1	2	3
4	6	5
7		8
9	10	11

L-42

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

L-43

Headline Goes Here

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

L-44

1	4
2	5
3	6

L-45

1	5
2	
3	6
4	

L-46

1	2
3	4
5	6

L-47

1
2
3
4
5

L-48

1	2	
3		
4	5	6

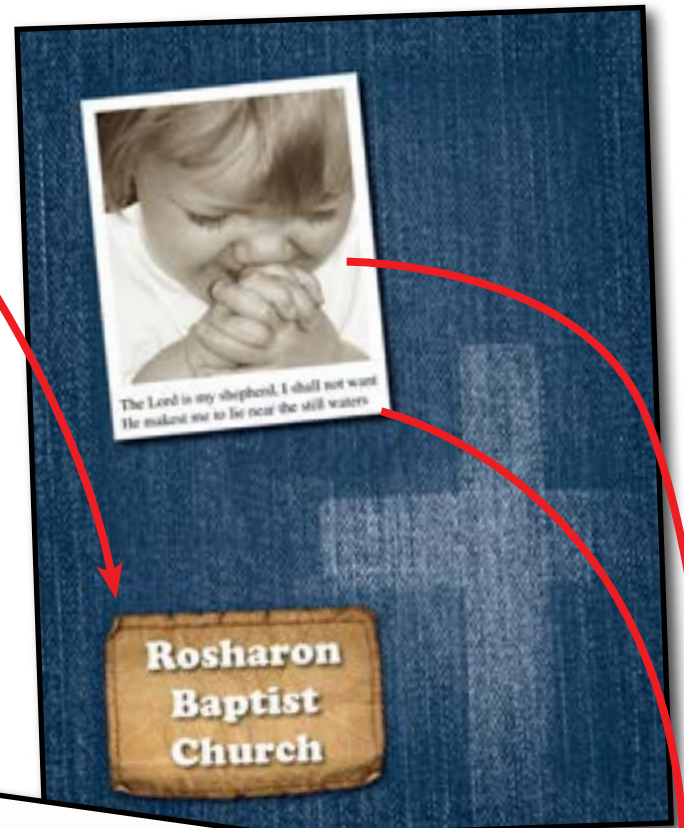
HOW TO FILL OUT THE COVER FORMS

HOW TO DESIGN YOUR DIRECTORY COVERS

- Pick your Front & 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 write down image number or name.
- If applicable, please choose if cover is to be laminated.

DESIGNING YOUR OWN COVER

- When designing your own cover, please include a print out of the pages built.
- 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, Word 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 maketh me to lie near the still waters.

COVER PHOTO SELECTIONS

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

II: Background Color: ☐ Yes ☒ No Color: ☒ Style: ☐ DS: 3

III: Photo: ☐ Rounded Corners ☐ Squared Corners ☐ Shadowed ☐ Remove Watermark

IV: Photo Number: Praying child

UV COATED COVER - (Program Credit or Cost)

UV Coated Cover: ☐ Yes ☐ No

LEATHERETTE COVER - (Program Credit or Cost)

Burgundy: _____ Black: _____ White: _____ Midnight Blue: _____ Teal: _____

Ink Color for Leatherette: Gold: _____ Silver: _____ Black: _____

Line Drawing: _____ Yours (Included) _____

UCD to produce (Optional Cost or Bonus)

Color and background choices
are listed on pages 6 & 7

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 for headliners.

2. DESIGN YOUR MINISTRY PAGE

- Choose the Ministry Page layout.
- Choose the background color, style and font type.
- Choose a photo style: rounded squared corners, or 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, Word or Photoshop.



MinPG Form-2-19

Ministry Page Form 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** 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 pastor's 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#: **L-22 Mod** or Custom: ☒ See Inside ☐ See Back ☒ Custom

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

Font Type: **Times New Roman** ☐ Rounded Corners ☒ Squared Corners ☒ Shadowed

III: Photos:

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	Mitzi Saltzman - Secretary				
	1-11					
	1-12					

Color and background choices are listed on pages 6 & 7

BUILD YOUR OWN COVER & ACTIVITY PAGES!

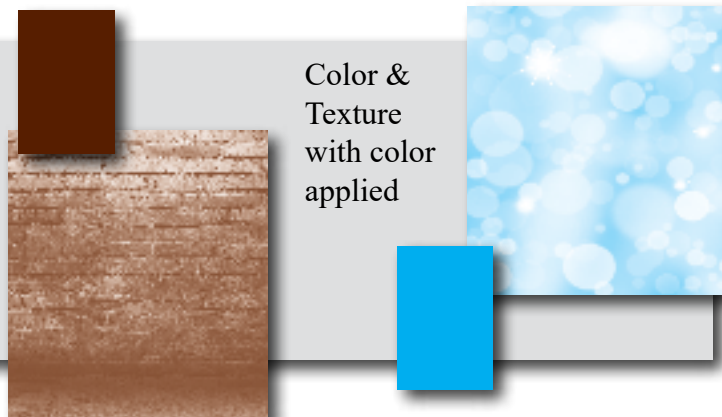
INDESIGN, ILLUSTRATOR, PUBLISHER OR WORD

**WE HAVE SOME GREAT
RESOURCES FOR YOU TO USE.**

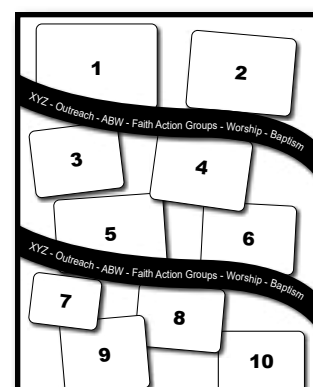
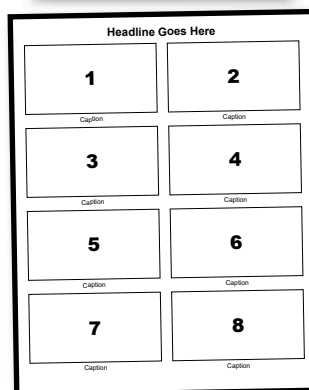
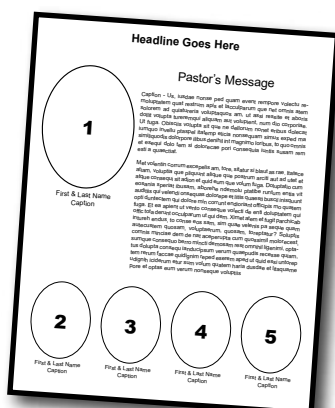
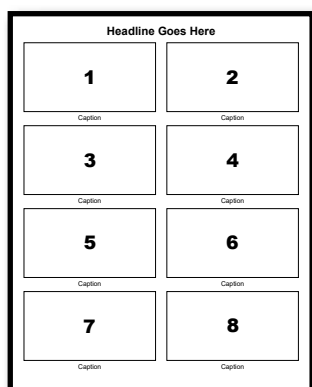
GO TO: ucdir.com/design.php
Type this link into a browser window

How to get started:

1. Create a folder on your desktop to keep all your project files & images inside
2. Open your program on your computer
3. Go to the webpage above and download a starter pack for the software you are using
4. Pick a template to start your design
5. Add color, text & texture
6. Add photos from your project folder
7. Save into your project folder



Color &
Texture
with color
applied



**IF YOU ALREADY OWN & USE ADOBE INDESIGN, ILLUSTRATOR,
PUBLISHER OR WORD - WE HAVE RESOURCES AVAILABLE FOR
YOU TO USE WHEN YOU BUILD YOUR COVER OR ACTIVITY PAGES.**

INDESIGN, ILLUSTRATOR, WORD, PUBLISHER



(Clicking on these sample background images on the website will cause them to open full size in a new window for download where you can either right click and save image on a Windows or Linux computer or control click and save on an Apple Computer to save the image to your desktop)



BACKGROUND COLORS & TEXTURES WITH COLOR ALREADY APPLIED THAT CAN BE DOWNLOADED TO USE WHEN YOU BUILD YOUR COVER OR ACTIVITY PAGES.



LAYOUT SAMPLES

These layouts are placed right next to a completed activity page so you can have a visual of what the layout can translate into with images, backgrounds and colors applied.

NEED IDEAS FOR THE LAYOUT OF YOUR PAGES OR COVER?

IDEAS FOR INSPIRATION.

Here are some samples of some of our previous covers to help generate ideas for possible cover ideas



BRAINSTORM: LOOKING FOR IDEAS.

Ideas come to us every day, many more than we could ever use. We dismiss most of them, without making an effort to record them. Here are some ideas/samples for cover ideas.



OUR DS-SERIES TEMPLATES ARE PREDESIGNED LAYOUT IDEAS WITH APPLIED COLORS AND TEXTURES THAT CAN BE USED AS IS OR MODIFIED TO FIT YOUR STYLE.

Just indicate in the Design Guide which one of these you would like to use, then give us the photos and the details.



ucdir.com/design.php

Type this link into a browser window (Chrome, Firefox, Edge, etc.)

HOW TO FILL OUT THE 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.



SUBMITTED IMAGES MUST BE ON PHOTO PAPER OR WILL NOT BE ACCEPTED.

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)	Fee
1	cd-1	Doe, Joe & Mary	\$10
2	submit	Jones, Matt, Robyn, Fred, Becky	\$10
3	submit	Matthews, Jason	\$10
4	cd-56	Smith, Wendy	\$10
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

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.

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

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: Bicycling Movies Hiking/Walking Hockey Soccer Tennis
 (Circle or Crafts Needlework/Sewing Football Golfing Basketball Baseball/Softball
 write in your Woodworking Theater Camping Fishing Hunting Swimming Boating Skiing
 top 4 favorites) 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

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.**

TO CONSIDER WHEN WORKING ON YOUR ROSTER

IF YOUR CHURCH WILL BE RECEIVING THE DIRECTORY APP: Email addresses are important, your church family cannot receive the app access code without one!

ROSTER GUIDELINES BEFORE SUBMISSION

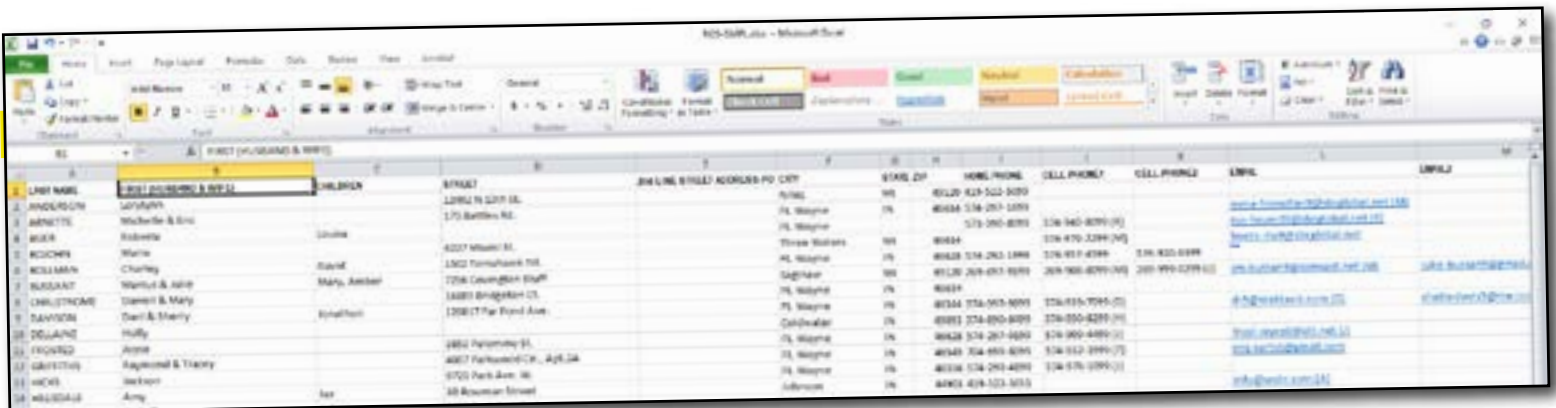
YOUR ROSTER NEEDS TO BE UPDATED BEFORE SENDING IT TO US.

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

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

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

- Family's last name
- Parent's 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



LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	HOME PHONE	CELL PHONE	EMAIL
ANDERSON	Wendy	12345 Main St.	Anytown	NY	12345	555-123-4567		
ANDERSON	Michael & Eric	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	Roberta	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	Charles	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	Robert & John	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	David & Mary	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	Emily	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	James	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	Robert & Tracy	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	Robert	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	
ANDERSON	Amy	12345 Main St.	Anytown	NY	12345	555-123-4567	555-123-4567	

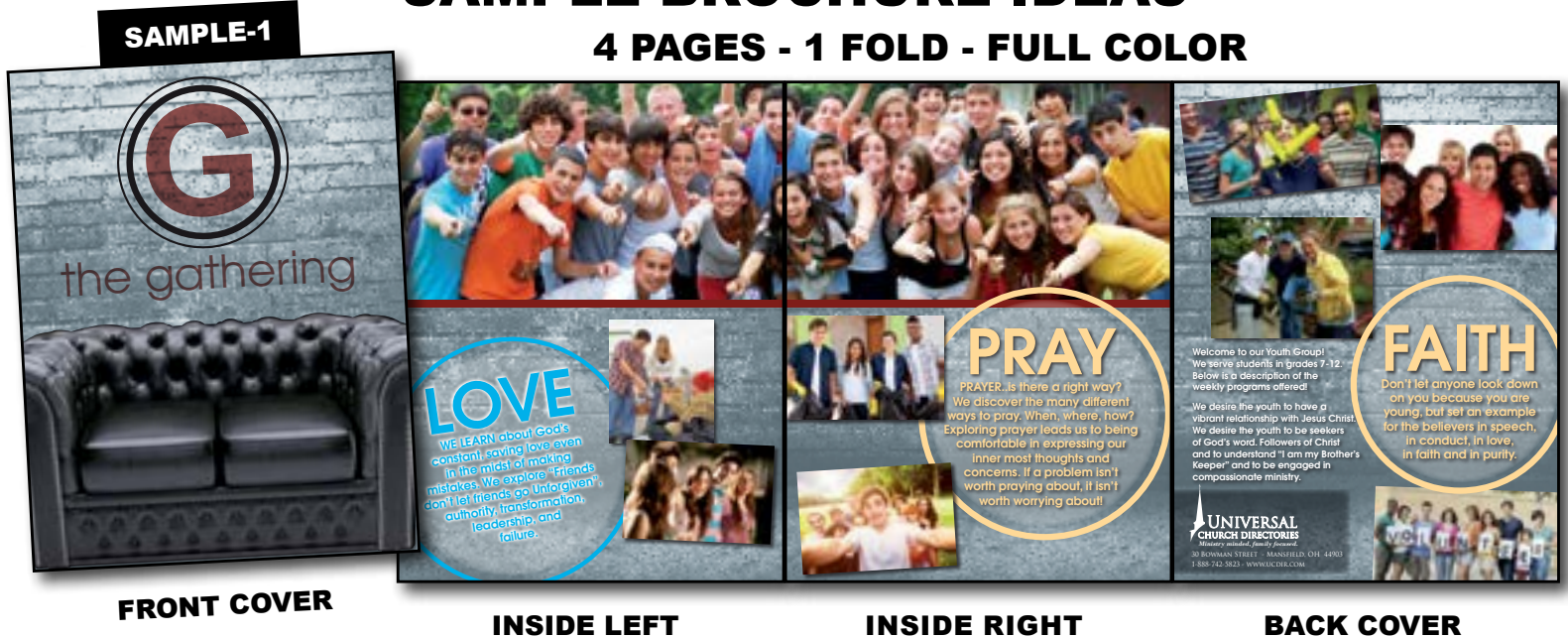
HOW TO SUBMIT A NON-PHOTOGRAPHED ROSTER

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.

SAMPLE BROCHURE IDEAS

4 PAGES - 1 FOLD - FULL COLOR



FRONT COVER

INSIDE LEFT

INSIDE RIGHT

BACK COVER

THESE ARE GREAT FOR COMMUNITY OUTREACH

4 PAGES - 1 FOLD - FULL COLOR



FRONT COVER

INSIDE LEFT

INSIDE RIGHT

BACK COVER

6 PANELS - TRI-FOLD - FULL COLOR



OUTSIDE LEFT

BACK

INSIDE LEFT

INSIDE CENTER

INSIDE RIGHT

INSIDE LEFT

INSIDE CENTER

INSIDE RIGHT

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 #
OUTSIDE LEFT	BACK	FRONT

Write Image #	Write Image #	Write Image #
INSIDE LEFT	INSIDE CENTER	INSIDE RIGHT

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.

**INSERT ALL ENVELOPES AND
DESIGN PAGES HERE**

Your Plan

Create a framework to inspire and prepare

COVERS & PAGES

OUTSIDE FRONT COVER

Topic _____ Collect _____ Template# _____

INSIDE FRONT COVER

Topic _____ Collect _____ Template# _____

PAGE1

Topic _____ Collect _____ Template# _____

PAGE2

Topic _____ Collect _____ Template# _____

PAGE3

Topic _____ Collect _____ Template# _____

PAGE4

Topic _____ Collect _____ Template# _____

PAGE5

Topic _____ Collect _____ Template# _____

PAGE6

Topic _____ Collect _____ Template# _____

PAGE7

Topic _____ Collect _____ Template# _____

PAGE8

Topic _____ Collect _____ Template# _____

PAGE9

Topic _____ Collect _____ Template# _____

PAGE10

Topic _____ Collect _____ Template# _____

ROSTER

INSIDE BACK COVER

Topic _____ Collect _____ Template# _____

OUTSIDE B-COVER

_____ Template# _____

SUBMITTED FAMILY PHOTOS

Your Goal _____ Your Credits _____

Plan for credit use:

Tools _____

Cover options _____

Binding options _____

Inside Covers _____

Pages _____

Misc. _____

Topics to consider:

Mission Statement

Anniversary/History

Scripture/Inspiring Hymn

Pastor page/note or letter

Staff /volunteer leaders

List Names:

Groups/ formal or inaction

List Groups:

Suggestions to include:

Worship, Family, Youth,

Childrens' activities, Outreach

Submitted Family photos of
homebound/out of town members

Logos for your church
and groups

Event Pictures to take:

