

Ministry Page Form

Church Account #: _____

Ministry Page #: _____ # of Photos Used: _____ # of Digital Images: _____

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

Headliner Title: _____

Headliner Box Color: _____ Font Type: _____

Text Color: Black White Other: _____

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

1. Select ministry page layout or custom layout (See directory Design Guide for templates)
2. Select background color and style (See background samples sheet), select font type and color (see directory Design Guide)
3. Select photos to be framed or unframed, rounded or squared corners
4. Select photos or digital images to be used on the page. Place photos, both digital and non-digital, 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 Design #: or Custom: See Back Custom

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

Font Type:

III: Photos: Framed Unframed 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	Ex: Vacation Bible School	X		X	
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					