

HOW TO SUBMIT A COMPLETE ROSTER

BACKGROUND COLOR & STYLE

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

Church 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, tabbed delimited, CSV (comma delimited), Word, Excel or a PDF file. Any of the text options are preferred along with any spreadsheet file. Only a one column Word or PDF file will be accepted.

File Types Accepted

- Excel; place headers at the top of each field/column
- Microsoft Word; prepare only in a one column format with no tabs
- Microsoft Publisher
- A PDF file can only be in one column

ROSTER GUIDELINES

Your roster should be updated before sending to us (new members added, those no longer attending removed, etc.). 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

If you are submitting a typed or printed copy on paper:

- Use a font with clean edges; Arial, Courier New or Times New Roman
- The file should only be in a one column format
- Hand written rosters will not be accepted. Make any notes on separate paper

HOW TO SUBMIT A NON-PHOTOGRAPHED ROSTER

When submitting a Non-Photographed Roster

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

-
- 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 storage device, please call our office prior to submitting it
 - Any additional modifications to the Roster will be a charge, see the Cost Summary page