

Family Section Submitted Images Form

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

Submit w/name only Submit w/Biographical 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 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 directory is completed.

Photograph Requirements

- *Write name and number on the back of the photograph.*
 - **The same information should also be on the Bio sheet (if applicable).**
- To prevent damage and bleed through, use a photo labeling pencil, not an ink pen.*
- Prefer vertical wallet or 4x6 photo
 - All photographs, if not originals, must be on photographic paper

Digital Image Requirements

- *Write File Number next to Name*
- **The same information should also be on the Bio sheet (if applicable).**
- jpg, pdf, or tif files accepted • Resolution should be 600 x 900 minimum

Number	File #'s	Name(s) for Directory (as it should appear)	Paid
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
TOTAL			