

# MINISTRY TOOLS

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

**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**

**DESIGN YOUR NOTE OR POST 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.

**POSTCARD  
5.5 x 3.5 inches**

## DESIGN YOUR EASY BROCHURE *(If selected)*

- If you have elected an easy brochure 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 #**  
  
**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, code the back of the photograph and place a corresponding number

<b>Write Image #</b>	<b>Write Image #</b>	<b>Write Image #</b>
<b>FIRST FOLD</b>	<b>BACK</b>	<b>FRONT</b>

<b>Write Image #</b>	<b>Write Image #</b>	<b>Write Image #</b>
<b>INSIDE FRONT</b>	<b>INSIDE BACK</b>	<b>INSIDE FOLD</b>

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.