



# ***Universal Church Directories Directory Program Contract***

Universal Church Directories proposes to provide you with a beautiful full-color directory. Each family photographed will receive both a complimentary 8x10 portrait of their directory pose and a directory. Each church receives a front and back cover at no charge. The church will receive an additional 20% overrun of standard cover directories and 10% overrun of hardcover or binder style directories based on the total number of family units photographed.

Universal's Church Consultant will conduct two meetings with the church volunteers — a photography organizational meeting and a directory design meeting. Universal's consultant will be available to you through every step of the directory process and will assist you in running a smooth directory program.

Photography will take place at your church. Photography on days with less than 32 families scheduled is at the discretion of Universal Church Directories. At the time of photography your families will have the opportunity to select their pose for inclusion in the directory and to purchase additional portraits. Your families will receive their complimentary 8x10 and any other additional portraits they've ordered within 3 to 4 weeks after photography. Portraits will be delivered directly to their homes.

In order to qualify for our Standard, Evolving, or Ultimate Directory Program, the church must photograph 32 families. The church must submit all materials for directory production within 12 months of the last photography date. Universal Church Directories is not liable for directory production if layout materials are not submitted to the home office within that time frame.

**Submitted photographs** of shut-ins, college students and service personnel will be accepted and placed at the end of the family section or in alphabetical order. The cost to include a submitted photograph in the directory is \$10.00. The cost to include a submitted photograph in a hard cover or binder style directory is \$15.00. A directory is provided for each submitted photograph.

**A color proof copy** of the directory will be shipped to your church 15 working days after Universal receives all material needed to compile your activity pages and roster (if selected). Your completed directories will be shipped to you within 15 working days of the date your final corrected proof copy is received in our office. Please be advised that any combination of two or more cover options will add 10 working days to the delivery schedule of completed directories. Printing and binding of hardcover, 3-Ring Binder and Perfect Bound directories require 30 working days after the final corrected proof is received in the home office.

## **STANDARD DIRECTORY**

**The Standard Directory is a directory program that 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 Standard Directory Program with Program Credits. Refer to the Design Guide for Program Allocations***

You may select from **three different family section styles**:

**Premier Connect** style with 8 families per page. Contact information next to image. No roster.

**Premier Traditional** style with 9 families per page. Name underneath image. No roster.

**Traditional style** with 16 families per page - names only beneath the image, with a complete roster in the back of the book.

***A roster is not included in a Premier Connect or Premier Traditional style book but can be purchased for inclusion at the cost of \$75.00 per page or one (1) earned credit per page.***

## **EVOLVING DIRECTORY**

**No Promotions, Credits or Bonus Credits are available.**

**In order to qualify** for Evolving Album Directory production, the church must photograph 32 families and must be 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, a staff page (or inside front and back cover). **The APP is included with the Evolving Directory.**

**Update Photography will take place at your church.** Update program for the Evolving Album must be within 2 years or it will expire. 18+ to 40 families must be photographed. To photograph a day with less than 18 families scheduled is at the discretion of Universal Church Directories to cancel. At the time of photography your families will have the opportunity to select their pose for inclusion in the directory and to purchase additional portraits.

You may select either the **Traditional Style** - 12 families on a page, with roster listing.

**Bible-Size Connect** - 9 families on a page with information below the picture. No roster.

## **ULTIMATE DIRECTORY and BROCHURE**

***Separate your Family Section from your Ministry Pages and Create a Brochure for church use.***

***See The Design Guide for the Allocation of Pages for the Ministry Brochure(s).***

No promotions, credits or bonus credits are available with The Ultimate Directory Solution. Hardback, Evolving Album and Small Church Programs are not available with this program. All pages must be exchanged in 4-page increments for Brochure.

You may select from one of the **three different family section styles**. **The APP is included with the Ultimate Directory.**