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:** _____

DESIGN YOUR BUSINESS CARD *(If selected)* - If you have elected

**3.5 x 2 inches
FRONT ONLY**

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.

DESIGN YOUR NOTE OR POST CARD

**NOTECARD
4.25 X 5.5
inches**

(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 OR VISITATION FOLDER

(If selected) - If you have elected an easy brochure/folder 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 # *Not available with folder* 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 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.

Write Image #	Write Image #	Write Image #	Write Image #	Write Image #	Write Image #
FIRST FOLD	BACK	FRONT	INSIDE FRONT	INSIDE BACK	INSIDE FOLD