

Ministry Page Envelope

Church Account #: _____

Ministry Page #: _____ # of Photos in Envelope: _____ # of Digital Images: _____

Step 1: Page Headliner - Choose the Title, Background Color, Font type and Color of Font

Headliner Font Type: _____
 Headliner Box Color: _____ Font Type: _____
 Text Color: Black White Other: _____

Step 2: Page Design Instructions - (Enter information in corresponding boxes)

1. Select ministry page layout or custom layout (See layout reference guide for templates)
2. Select background color and style (See background samples sheet), select font type and color (see layout reference guide)
3. Select photos to be framed or unframed, rounded or squared corners
4. Select photos or digital images to be used on the page
5. Select captions to go under the photos
 - If pastors signature is needed on page, please sign on a separate piece of paper and place in envelope
 - If using more than just a caption, please submit text on a cd or thumb drive and place in envelope

I: Ministry Page Layout #: or Custom: See Inside See Back Custom
II: Background Color: Yes No Color#: Style: DS:
 Font Type:
III: Photos: Framed or Unframed Rounded Corners or Squared Corners

File Name	Photo #'s	Caption to go under each photo (Maximum 60 characters)	Black Type	White Type	Church Image	UCD Image
Ex: 001.jpg	Ex: 1	Ex: Vacation Bible School	X		X	
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					