Church Account#: _____

Family Section Submitted Images Form

Place both digital and non-digital photos in <u>Design Materials Envelope</u>

☐ Submit w/Name Only   ☐ Submit w/Premier Connect 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 $15.00 per submitted photo, and $25.00 for hardback or perfect bound. 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 the directory is completed.

<u>Photograph Requirements</u>

1. Write name and number on the back of the photograph with a photo labeling pen/pencil
2. The same information should be on the Submitted Images Form
3. To prevent damage and bleed through, use a photo labeling pen/pencil
4. Prefer vertical wallet or 4 x 6 photo
5. All photographs, if not originals, must be on photographic paper

<u>Digital Requirements</u>

1. Write image file number next to name
2. The same information should also be on the Submitted Images Form
3. Files accepted: jpg. pdf or tif files are accepted - Resolution of image is a minimum of 300 dpi at 2 x 3 inches

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			