Your Plan
Create a framework to inspire and prepare

COVERS & PAGES
OUTSIDE FRONT COVER
Topic _____ Collect _____ Template# _____

INSIDE FRONT COVER
Topic _____ Collect _____ Template# _____

PAGE1
Topic _____ Collect _____ Template# _____

PAGE2
Topic _____ Collect _____ Template# _____

PAGE3
Topic _____ Collect _____ Template# _____

PAGE4
Topic _____ Collect _____ Template# _____

PAGE5
Topic _____ Collect _____ Template# _____

PAGE6
Topic _____ Collect _____ Template# _____

PAGE7
Topic _____ Collect _____ Template# _____

PAGE8
Topic _____ Collect _____ Template# _____

PAGE9
Topic _____ Collect _____ Template# _____

PAGE10
Topic _____ Collect _____ Template# _____

ROSTER _____

INSIDE BACK COVER
Topic _____ Collect _____ Template# _____

OUTSIDE B-COVER _____ Template# _____

SUBMITTED FAMILY PHOTOS

UNIVERSAL CHURCH DIRECTORIES - 1150 National Parkway - Mansfield, OH 44906 - 419-522-5011 - www.ucdir.com -

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Your Goal ____
Your Credits ____

Plan for credit use:

Tools _____

Cover options _____

Binding options _____

Inside Covers _____

Pages _____

Misc. _____

Topics to consider:

Mission Statement

Anniversary/History

Scripture/Inspiring Hymn

Pastor page/note or letter

Staff /volunteer leaders

List Names:

Groups/ formal or inaction

List Groups:

Suggestions to include:

Worship, Family, Youth,

Childrens' activities, Outreach

Submitted Family photos of
homebound/out of town members

Logos for your church
and groups

Event Pictures to take:

_____
_____
_____
_____
_____

CUSTOM & SMALL PROGRAM
– DIRECTORY DESIGN GUIDE –

Goal to Complete Design _____ Church Code (Acct. #)_____
(Date)

Church Name _____

City _____ **State** _____ **Zip** _____

Contact Person _____

Daytime Phone # _____ **Email** _____

TO START THE DIRECTORY PROCESS
••••• YOU MUST •••••
RETURN THIS COMPLETED DESIGN GUIDE & MATERIALS LISTED BELOW TO UNIVERSAL CHURCH DIRECTORIES

1. Directory Design Guide *(Completely fill out pages 2-6)*

2. Completed Cost Summary *(page 5 in this booklet)* with check or money order if applicable

3. Cover Page, Ministry Page and Submitted Photos, place in back pocket

4. Photo Session Envelope detailing staff images *(With extra images supplied by the church)*

5. Roster Listing *(if applicable)* preferably on a CD or Flashdrive

6. Ministry Tool sheet *(if applicable, see page 24)* place in back pocket

MAIL YOUR DIRECTORY DESIGN MATERIALS TO:
Universal Church Directories
1150 National Parkway • Mansfield, Ohio 44906 • 419-522-5011

DIRECTORY DELIVERY SCHEDULE

DIRECTORY STYLE	Business Days for Proof Copy	Business Days for Final Book
Soft, Spiral, UV Coated, Back Pocket	20	20
Combination of 2 Binding styles *(Spiral, UV Coated or Back Pocket)* Please note that back pocket covers may not be combined with spiral covers.	20	20
Hardback, Perfect Bound	20	40
Program Credit Option *(Soft, Spiral, UV Coated and Back Pocket Covers)*	10	10

Below is a list of items to think about before your Directory Design Meeting.

PRE-PLANNING WILL HELP TO EXPEDITE PRODUCTION

1. Gather Family Section Submitted Photos
(Military, Shut-ins, College Students, and Families not photographed)

2. Collect images and photos from Classes, Events and Ministries
(we accept prints as well as digital images)

3. Decide if you want a Staff Page *(or a Pastor's page with a message from the Pastor)*

4. Decide on Theme, Colors & Styles for the design of the Directory
(Universal has 24 pre-set colors and 9 pre-designed backgrounds, and 18 Designer Series Templates to choose from)

5. Decide on the layout for Front & Back Cover
(take a look at the Designer Series templates & Sample Covers to develop ideas for your directory)

6. Decide how you want to use your credits on your Directory Options or Ministry Tools
(if available) *(would you use them for an extra ministry page, cover or roster options, etc.)*

• • • • • NOTES • • • • •

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INSERT ALL ENVELOPES AND DESIGN PAGES HERE