

Family Section Submitted Images Form

Place both digital and non-digital photos in Design Materials Envelope

- 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.

Photograph Requirements

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

Digital Requirements

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			