

Ministry Page Form

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 Title: _____

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 sample sheet), select font type and color (See layout reference guide)
3. Select photos to be framed or unframed, rounded or square corners, drop shadow
4. Select photos or digital images to be used on the page. Photos not digital, place in Design Materials Envelope.
5. Select Captions to go under the photos
 - If pastors signature is needed on page, please sign on a seperate piece of paper and place in Design Materials Envelope
 - If using more than just a caption, please submit text on a cd or thumb drive and place in Design Materials Envelope

I: Ministry Page Layout#: or Custom: See Inside See Back Custom

II: Background Color: Yes No **Color #:** **Style:** **DS:**

Font Type:

III: Photos: Rounded Corners Squared Corners Shadowed

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: 1-1	Example: Vacation Bible School	X		X	
	1-1					
	1-2					
	1-3					
	1-4					
	1-5					
	1-6					
	1-7					
	1-8					
	1-9					
	1-10					
	1-11					
	1-12					