

Pictorial Directory Committee

Sign-up Leader: Is the sole communicator between the church and the directory company. He/she is responsible for the oversight of the committee to make certain procedures are being followed on a timely basis. This person works with a committee of three key volunteers to produce the directory. He/she is in charge of the appointment-making process and makes certain the sign-up charts provided by Olan Mills are available each Sunday for a three week period of time. He/she may need the help of two other people. He/she will keep track of the church members signed up through the use of a card file provided by Olan Mills.

Name: _____ Home #: _____ Work #: _____

Telephone Leader: Is responsible for recruiting volunteers willing to make about 20-25 phone calls over a six-day period. These callers will begin their contacts on the Monday following the last Sign-up Sunday. They will only be calling those families who have not yet made an appointment...not everyone in the Church.

Name: _____ Home #: _____ Work #: _____

Hostess Leader: This person will be recruiting volunteers to provide clerical support to the photographer during the days and hours of picture-taking. There are two shifts each day needing to be filled. It is recommended that the Host/Hostess telephone ahead of time, reminding them of their appointment. This will help minimize missed appointments.

Name: _____ Home #: _____ Work #: _____

Layout Leader: This person is responsible for the layout of the cover, activity pages, and roster of the directory. They will receive training at the first meeting with follow-up, as needed, so that the directory stays on schedule. The complete material with roster is to be mailed on or before the last day of photography for timely delivery.

Name: _____ Home #: _____ Work #: _____