

INFORMATION & FORM FOR HOME CHURCH COORDINATOR GUEST PHOTOGRAPHY

DIRECTORY COORDINATOR - INSTRUCTIONS:

- Please make sure that each family takes 1-Directory Information envelope with them when they photograph at the Guest Church.
- Advise each family that they will need to give the Directory Information envelope to the photographer who will fill out part of the information and pass it on to the sales consultant.
- The family will need to make a selection for the directory with the sales consultant and make their selection on the Directory Information Sheet.
- The church members will also need to get ply 2(yellow) and ply 3(green) of the envelope from the sales consultant. The yellow ply needs to be given to the coordinator of the Guest Church and the green ply needs to be returned to you.
- You will keep this green part to verify each of these families are in your proofbook when it arrives.
- Please DO NOT mail in your original material until you have all the green copies(plys) returned from those families.

PLEASE CONTACT THE COORDINATOR OF THE GUEST CHURCH TO ARRANGE THE AVAILABLE TIMES FOR YOUR FAMILIES TO BE PHOTOGRAPHED.

Guest Church _____ Contract # _____

Address _____

City, State, Zip _____

Coordinator _____ Coordinator's phone # _____

PLEASE MAIL THIS COMPLETED FORM WITH YOUR ORIGINAL MATERIALS TO THE DIRECTORY DESIGN GROUP. THIS IS THE ONLY WAY WE CAN INSURE THESE FAMILIES APPEAR IN YOUR PROOF BOOK.

Last name	First	Order #	Directory pose #	Photo Date
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Each of the guest families should give you part two(yellow) copies of the DirectoryPrint Envelope. Please keep these yellow copies for your records. When your proofbook is received, compare your yellow copies to your Family Section and "X" out in red any families that should nor appear in your proofbook.

If you have any questions, call the Church Information Center at 1-800-845-1157.

Note: Make copies of this form as necessary.
/jm - Guest Photography - **Item #4332 (9/10/04)**