

INSTRUCTION SHEET

How To Make Sure Your Staff Are Included In Your Directory

COORDINATOR:

1. Before the photography dates, identify your staff members and fill out the orange *Directory Staff Sheet* with as much information as possible. (See page 13)
 2. The photographer will supply your host/hostess with the *Staff Information forms* the day of photography.
 3. Give the orange *Directory Staff Sheet* to the host/hostess to have available on the photography dates.
 4. Be sure to collect the orange *Directory Staff Sheet* from the host/hostess after all the photography is completed.
- The *Directory Staff Sheet* will provide you with the necessary information for the layout of your staff page(s) in the pictorial directory.
- ✓ **Please staple the orange *Directory Staff Sheet* to the specification sheet and mail both with your directory layout materials.**
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HOSTESS:

1. **The photographer will provide you with orange *Staff Information forms* the day of photography.**
 2. At the time of photography, please ask the members if they are staff at the church.
 3. Fill in their name on a blank orange *Staff Information* form and give the form to the staff member.
 4. The member will then take the orange *Staff Information* form to the photographer.
 5. The member will then take the orange *Staff Information* form to the sales consultant to write in their order number and their directory pose number when they view their video proofs.
 6. **Ask the staff member to return the top portion of the *Staff Information* form to you, so that you can record their order number and pose number on the *Directory Staff Sheet*.**
 7. Make sure that you give the orange *Directory Staff Sheet* to the coordinator after the photography is completed.
- This is important to insure that the coordinator has this information to design the staff page(s) in your pictorial directory.

Thank You for your cooperation.