

SIGNAGE SUBMISSION GUIDELINES

The content for all signs should be given in person or emailed to **Lisa Tanico** (lizal@muirschapelumc.com). To ensure that an event gets two weeks' exposure, the information *must be received **two and a half weeks prior to the event***. This allows for the production of the sign, as well as the two weeks of exposure.

TO SUBMIT...

Pictures and artwork: Digital files are preferred, but if that's not possible, art work can be scanned. If files are digital, they should be JPEG and **not** Web-optimized. Raw format from digital cameras is fine. Vector (line) art should be in GIF format and not Web-optimized. If pictures need to be retouched or altered in any way, please indicate, and allow for extra time.

Copy: You are responsible for all copywriting. Production staff is not responsible for errors. Please submit word processing files in .TXT, .RTF, or .DOC format, and on acceptable media (CD, thumb drive, etc.).

PROOFING...

Your sign will be designed with appropriate graphics and photographs, if needed. If you would like to proof your sign before it is mounted, please indicate when requesting the sign's production.

Please do NOT post or otherwise display any information on the Information Center without first contacting **Bob Cox** or **Lisa Tanico**.

FINALLY...

It is not feasible to ask production staff to gather information from the Web or other sources. It is up to you to provide us with the source files we need in order to do the production required.

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USE THIS AREA FOR NOTES IF NEEDED...