

To Session Committees and Teams from Judy Ota and Joyce Sens of the Communications Team,

Here are some brochure guidelines for you. Just send us your Ms Word text, and individual files of graphics, and jpegs. The Communications Team will do the work for you and send the results back to you for your editing and/or approval. Brochures will be printed in house only after a committee or team approves the file. Because we will print in house we can print only as needed and we can edit when needed. Editing after the first printing will require approval of the committee or team.

What we need from you:

- 1) Provide us with Ms Word text with the mission statement for committee or team. Include Biblical verses which are appropriate descriptions of what you are. List the activities of your committee or team, such as, what you do at WPC and with community involvement. With this email you can find a sample PDF brochure for the WPC Children's Ministry.
- 2) JPEGs and logos in great number will help brighten the paper. Please do not edit your jpegs.
- 3) Because we would like a brochure to be current for one year, please do not list contact names. The staff liaison with your committee or team can be named with contact information.