



WALK & MULTI-PURPOSE PRINT MATERIALS INFORMATION FORM

Note: This form is available on our website in an electronic, fillable format.

INSTRUCTIONS

1. Complete this form in its entirety and send **with your order form**. We will then process your order and an email confirmation will be sent.
2. Type or print clearly in **black ink**.
3. Proofs will be transmitted to you via email. Make sure to include your email address and any special instructions you'd like us to know.
4. Please review your material **carefully** through the entire proofing process. Preview the **entire** proof each time *before* signing off. This will ensure that all corrections have been made and no shifting of text has occurred after multiple proofs.
5. Remember, we cannot begin printing until we receive your signed, final proof. It is very important to respond to proofs quickly, being very thorough in **checking dates, times, spelling, punctuation, etc.**

**The following information will allow us to complete the proofing process in a timely manner.
Please complete all items *and* return with your order form.**

Ministry's Name: _____

Ministry's Office Hours: Monday_____ Tuesday_____ Wednesday_____

 Thursday_____ Friday_____ Saturday_____

Primary Contact: _____

Contact's Work #: _____ Fax #: _____

Contact's Cell #: _____ Email: _____

Alternate Contact: _____

Contact's Work #: _____ Fax #: _____

Contact's Cell #: _____ Email: _____

THANK YOU for your partnership! LifeSteward Ministries has done over **1300 on-site trainings**, helping centers grow to the next level, with **leadership training** as well as, raising over **30 million dollars** through event trainings.

LIFESTEWARD MINISTRIES

WALK & MULTI-PURPOSE PRINT MATERIALS INFORMATION FORM

BROCHURE FRONT

A. Your **ministry's name** as it should appear on the walk brochure cover:

B. The words **WALK FOR LIFE** will be printed on the brochure front. If you want something other than Walk for Life, i.e., **Walk the Walk, Walking for Life**, please indicate here:

C. Your **ministry's address** where the walker registration and completed sponsor forms should be mailed. Include city, state, and zip code:

D. Your **ministry's telephone number** for walk information and more sponsor forms. Include area code:

()

E. The **Date** of the walk and the **Starting Time** of the event:

Date:

Starting Time:

F. **Walk Site Location** (if you are adding this to the brochure front):

WALK & MULTI-PURPOSE PRINT MATERIALS **INFORMATION FORM**

Information Regarding Bulk Mailing

IMPORTANT NOTICE ~ PLEASE READ CAREFULLY

In 2009, the United States Postal Service issued new regulations on the bulk mailing of flat, unfolded marketing pieces. The thickness of the finished piece is measured to see if the piece meets the requirements for bulk mailing without additional per piece charges.

LifeSteward Ministries' brochures may or may not meet these new requirements, depending upon enforcements made by each individual post office, which can be varied.

Please check with your local post office to determine your choices for mailing and design of the BACK of the brochure.

OPTIONS FOR MAILING & DESIGN OF THE BACK OF THE BROCHURE:

1. Mail flat, inside of a newsletter or other marketing piece.
2. Mail flat, as a stand alone piece. (You may or may not incur additional charges, depending upon the regulation enforcements made by your local post office.)
3. Mail folded in half as a stand alone piece. (You may need to reverse the mailing information on the back, depending upon regulation enforcement made by your local post office.)

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BROCHURE BACK

A. For the section titled **Your Support Will Help**, please provide 2 or 3 sentences indicating the basic purpose, focus, and/or vision of your organization. This paragraph should run between 75-85 words:

We also suggest listing 7-10 of the most primary services you offer. Each of these should be no more than one line per service:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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BROCHURE BACK (continued)

B. For the section titled **Where Do I Go To Walk**:

1. How many Walk Sites will you be having? _____

If you have decided to have multiple site locations we will include **Choose the most convenient location** or:

2. Provide a description of how to get to the walk site (not the walk route), if needed.

Site #1 Name & Physical Address

Site #2 Name & Physical Address

If you have more than 2 walk sites use a separate sheet of paper.

Maps

If you feel a map is necessary, please note additional charges for the creation of maps is \$30 per map. No charges apply if you provide an electronic map that is already created as a jpeg or pdf.

I am sending a map electronically to: lori@lifestewardministries.org

C. For **bulk or regular mailing** of the brochures to walker, we will need the Information on file at your local post office. **Check with your post office and/or mailing house about regulations.**

Permit # _____ City _____ State _____

D. If you are not using the bulk address section, you may use the extra space to list the center's physical address & hours of operation, incentives offered for various dollar amounts raised, corporate sponsors, online registration, etc. (use a separate sheet, if necessary).

E. If space is available, the **Free T-Shirt Offer** statement will be included. **Go for a Free T-Shirt You can do it! 12 Sponsors to Reach your \$200 Goal** or:

F. If you would like your website mentioned, list below what you would like to say.

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POSTER

The following information form is necessary for us to do the typesetting for your Custom Printed Posters and/or Bulletin Inserts. If you are not ordering Posters or Inserts, indicate N/A where necessary.

Poster Mock-Up

The following is a sample layout of the information that can be put on your poster. The same information used on the brochure will be used here, unless otherwise noted.

Walk for Life

Date & Time of Walk & Location

For more information call

(Your ministry's name)

Phone number & address listed here.

List any changes here: _____

BULLETIN INSERT (Front)

Bulletin Insert Mock-Up

The following is a sample layout of the information that can be put on your bulletin insert (front side). The same information used on the brochure will be used here, unless otherwise noted.

Walk for Life

Date & Time of Walk & Location

For more information call

(Your ministry's name)

Phone number & address listed here.

List any changes here: _____

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BULLETIN INSERT (Back)

A. For the section titled **Your Support Will Help!** By asking your friends, family, and co-workers for sponsorship we can continue to offer the following services...Free! we suggest listing 7-10 of the most primary services you offer. Each of these should be no more than one line per service.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

B. For the section titled **YOU Can Make A Difference By Walking...It's Easy!** the following information is listed as bullets unless otherwise indicated:

- You don't have to collect any money...we collect it all.
- It is only a two mile walk...everyone can participate.
- You don't have to be present to participate...walk on your own.
- Earn a FREE t-shirt!

Due to space restrictions we ask that you keep your bullet points to no more than 5.

- _____
- _____
- _____
- _____
- _____

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BULLETIN INSERT (Back continued)

C. For the section titled **How Do I Get Involved...It's Easy!** the following information is listed as bullets unless otherwise indicated:

- See the representative from your church
- Register online at _____
- For a Walk Brochure please call _____

Due to space restrictions we ask that you keep your bullet points to no more than 5.

- _____
- _____
- _____
- _____
- _____

D. If you would like your website mentioned, please list below what you would like to say.

It's Worth the Walk!