



**Dates** \_\_\_\_\_ **Location** \_\_\_\_\_

**Theme** \_\_\_\_\_

**Speakers:**

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

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Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

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**Dear Conference Coordinator:**

Thank you very much for gathering identification photos of all of your campmeeting speakers. We know it's a large task! From our experience in past years, we have developed the following list of do's and don'ts, to give you specifics on what kind of material can be used by the Messenger. Each year we handle approximately 70 campmeeting photos, so if there are one or two problems per conference, our production cycle is seriously delayed.

If you have additional questions, please contact us at any time.

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**Hard Copy Photos:**

- Colour photo
- Any head size larger than 3/4 inch
- Clear focus
- No other people in the background
- **No** photocopies or laser prints (which result in very poor print quality)
- Use Post-it notes to identify the photos; do not write on the back of photos
- Do not use tape anywhere on the photos (the sticky residue gets transferred to our scanner)

**E-mailed Photos: (preferred format)**

- Required resolution of **300 dpi**
- JPG or TIF file format (JPG's are smaller and faster to send)
- Send to **perez.aimee@adventist.ca**, or
- Upload on Messenger's upload centre, click the upload link on [www.adventist.ca/messenger](http://www.adventist.ca/messenger).

We encourage you to begin the process of obtaining photos as early in the year as possible!  
We can scan and return the photos to you very promptly to meet your other printing deadlines.

PLEASE contact us with any questions or concerns you may have. The sooner we tackle them, the sooner we can overcome them!