Introduction
To streamline the print production process and better serve the needs of CCBC faculty and staff, College Communications will no longer be responsible for the design, layout and proofing of interior pages for event program booklets. College Communications will continue to provide graphic art services for program booklet covers.

Please see the attached instructional file for guidance on how to set up program booklet interior pages and submit them for printing. Several templates are also provided in Word formats.

If you need help or have questions about this process, please contact Michael Elspas at melspas@ccbcmd.edu or extension 4502.

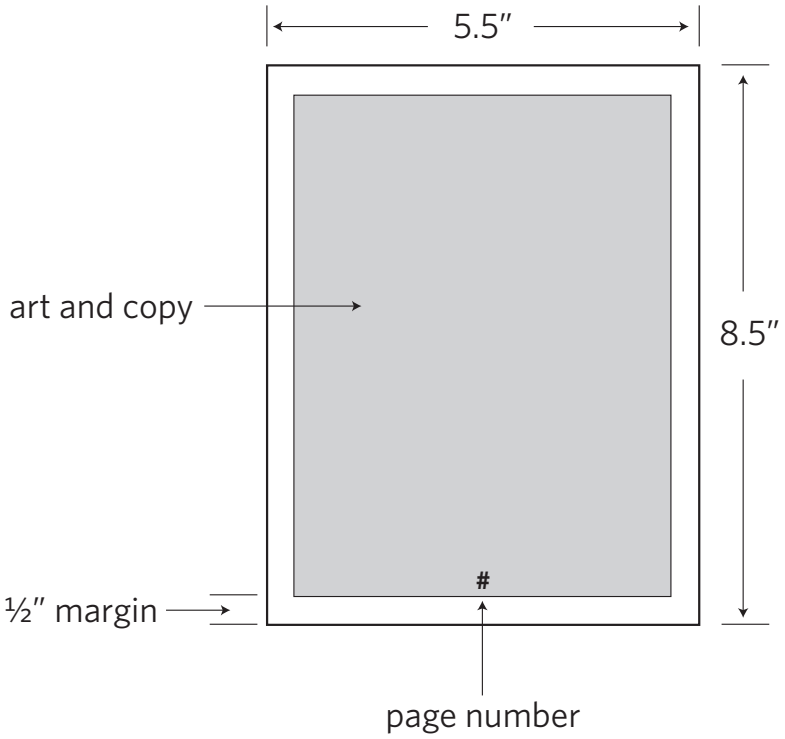
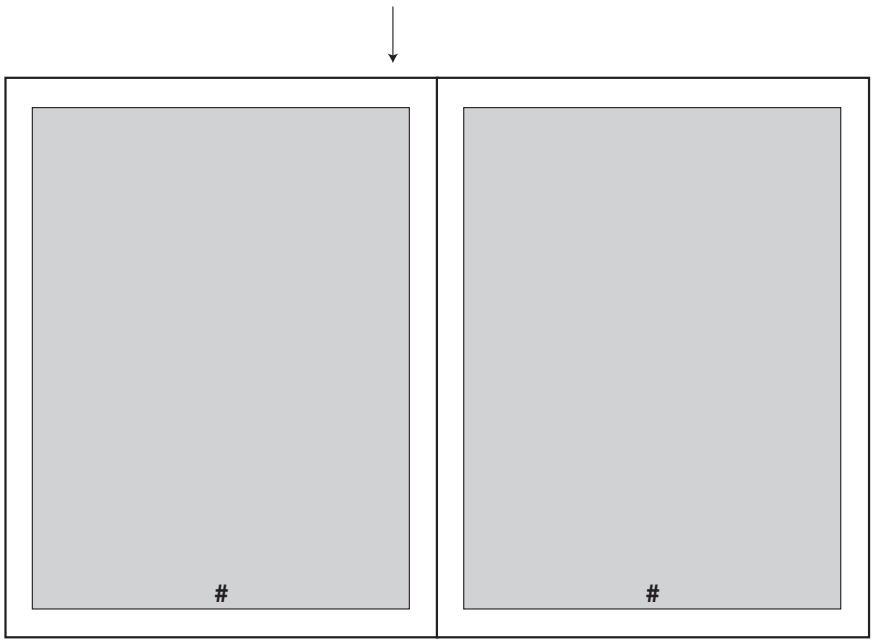
Submitting event program booklets for printing

1. Document page size should be 5.5" x 8.5".
2. Page margins must be set to 1/2" on all sides.
3. Content cannot extend beyond the margins.
4. Interior pages must be numbered, except for page one.
5. Page count must be in multiples of four (e.g., 4 pages, 8, 12, 16…)
6. Provide document as a PDF file with individual pages, not two-page spreads.
7. Send final PDF file, along with a completed Creative Services work order, to Michael Elspas at melspas@ccbcmd.edu.
8. Allow 10 business days from submission of all files to delivery date.

Submitting event Program Covers for printing
College Communications will retain responsibility for Program Cover layout.

1. Please submit any Program Cover content either as a Word file or marked-up PDF, along with a completed Print Request Form, to Michael Elspas at melspas@ccbcmd.edu.
2. Allow 10 business days from submission of all files to delivery date.

See samples on third page.



Do NOT supply as 2-page spreads