

**Knights of Columbus
Fourth Degree
Ohio District One
Exemplification Fall 2021**

**Souvenir Book important instructions and
Deadlines.**

**Read carefully! THERE ARE NO FORMS TO FILL OUT OR
PASSWORDS TO OBTAIN!**

- 1) There will be ONE book for the two virtual spring exemps and the fall exemp. Be sure to include the councils and assemblies that these Knights from the virtual degrees were participants of when soliciting recognition for them for the book. Please start contacting your sponsors now, especially if you had candidates in the virtual spring exemps.
- 2) The email for this year's book is OD12021book@gmail.com ANY OTHER EMAIL USED WILL NOT BE ANSWERED OR INCLUDED.

(When our email box is empty from sending them on, we know none are missed).

- 3) In the **SUBJECT LINE** in the email, it must read as follows; your **ASSY # AND the number of SUBMISSIONS. NOT** number of pages. (Assy#123 “2 files” or “2 attachments” etc. two half pages is two submissions)
- 4) ALL submissions will be done via email with attachments.
- 5) EACH attachment or submission file **MUST** be named after the sponsor **AND** the size of the ad. ie; “Bobs Garage ½ page” or Key Bank full page **COLOR!** (if you don’t know how to name them see question #15 below and we will help you)
- 6) **Oct 16th** at **Midnight** is the deadline! Layout and proofreading is on the 17th. There will be **NO** exceptions, **NO** extensions!
- 7) Payment in full **MUST** be made by the end of registration on the **30th** of Oct. Your bill will be emailed to the Navigator or Book Chairman of record the weekend before.
- 8) Fees are half page \$50, full page \$100, Full page color \$150, covers \$250 in color only.

- 9) If you insist on quarter page submissions, assemble four of them on one page and submit it as one full page having artwork done and presentable to go to print. Do NOT send us 4 for us to put together! They simply won't go in the book. Don't send us three we won't print it. Most everyone who used $\frac{1}{4}$ pages in the past moved up to half pages when asked no problem, try it you might be surprised.
- 10) **Rebates! 50% after \$1000!** (not counting color) no exceptions!
- 11) Full payment is due immediately upon receipt of your bill from the District exec Dodson. You will be billed via email after the close of the book and before we print, any corrections on billing or missing submissions MUST be immediately notified to the District Exec Dodson! Calling ANYONE else is futile, he is your contact person about billing errors. The latest you may pay your bill is at the registration table on Oct 30th. When registration closes your payment should have been submitted.
- 12) Anyone in your Assembly may submit files to us, this eliminates the need for you or us to track

down the Navigator. Any email addresses you use will be accepted. Please be sure you don't send the same page from two email addresses, so you don't get billed twice. (ask me how I know about this).

- 13) You do not need to vote to pay the bill, if your assembly choses to participate in the souvenir program book they have decided to pay the bill. When the bill is due please have the payment ready. If you need your purser, comptroller, or FN to sign, please make those arrangements now so your payment is on time.
- 14) Cover contest. The winner will be picked by the Master. The page artwork should include the whole years Exemp activities not just the fall. The prize is a \$25 gift card to the PERSON who submits the cover artwork. Pages for consideration MUST be sent to the email address above to be considered. The subject line must say "**COVER PAGE ARTWORK CONTEST**". Do not send any other pages with it, only the cover artwork for the contest in that email.
- 15) Questions and help, Do NOT submit anything that says "run it again" or "same as last year" you

MUST submit what you want run. If you do not have it contact the last person who sent it in. If you still cannot find it, contact us using the same email with the title “QUESTION ABOUT BOOK”. Inside the email state your problem and include your contact phone number so we may discuss it with you. We will open that email immediately and respond as soon as we are able.

- 16) Pages that have spelling errors are a problem, we take your artwork as it is and print it. If your word program has a misspelled word with the highlighted line below it the book will have it printed that way. PRIOR to you sending it to us, look it over, if the word in question positively spelled correctly add it to dictionary, if you do not know what the spelling is (especially names), find out. If the page says Sandorellies bicycle shop. We do not know if the name is spelled correctly. If you are sure, simply add it to your dictionary, Hover over the word in question, right click once, in the box that pops up left click on “add to dictionary” It will add that person’s name to your computers dictionary, so the red line goes away and we don’t print it. If you are unable to do this,

see # 15 above “questions and help” and we will contact you to help you repair it BEFORE you send it to us.

17) There are no history pages this year.

Suggestions for a successful fundraiser,

Understand that this is a fundraiser for you to fund your yearly programs, make them known as you sell yourself. Asking your sponsors to “buy an add” boxes you in on this price and in this give/take relationship. Asking them to sponsor your programs for the year has been proven to be more lucrative. Think outside the box, tell them what you do in the community, they will always want to be a part of a good thing. We have one sponsor that budgets \$450 every year for us, he does not expect anything more than a receipt. We purchase the inside cover for \$250 after our rebate it is \$150 cost to us, we realize \$300 for our programs. He does not care at all about the book, he wants to be a part of the solution in the community and he feels good doing it. We purchase the page as a “Thank You” for this year’s support.

We have the unique opportunity here in Youngstown and Cleveland to honor our new Bishops. Parishes and families may wish to congratulate our new Bishop on his assignment. This is an unlimited resource for sales. A page might congratulate the Bishop and the New Sir Knights and have the families or parishes name at the bottom. More than one family may go together to pay for this. Bishop Bonnar will be in this class.

Contact your Candidates Councils, their Parishes, and even their family. They always want to recognize their members. A full page of candidates' names from the Council and Parishes or family makes a candidate feel proud and motivates them to recruit and be active. Talk to the wife or have the GK, talk to the wife or adult children. The wife may wish to include the new Knights best friend or neighbor, mention this possibility. A page from the family, friend or neighbor showing support of the candidate can go along way. Getting the wife involved can make all the difference in the world, she may get several people to split a page. "Congratulations from the bowling team or card club, we're proud of you!" Remember they do not have to be Catholic to support your programs or the new Sir Knight.

When you are sending your submissions start by operating on your desktop with two file folders, one you are working on and one you have sent already. Drag and drop the file into the sent folder after you have emailed it to us. Once the first file folder is empty you will know you have sent us all you have finished. To find the files you have sent simply go to your email sent folder, at the top sort by "who to", and you will see all of ours together with the date you sent it.

My assembly sold patron adds one year, names only, \$5 each. Congratulations New Sir Knights (candidates' names) at the top, two columns of Patrons below it, Mr. and Mrs. Smith, or John and Betty Smith. We sold 30 names we set the font on the computer to fit the page of names we sold. 30 names equaled \$150 it was in black and white, so our cost was \$50 for a whole page after rebate, we made \$100 clear. Again, think outside the box, be creative.

The people you should be approaching are the people you spend money with, the place you buy gas, the local grocery store, hairdresser etc. If they value, you and your business they will support your community programs.

The local business are open now and ready to be recognized! This is a great opportunity to find the support you need to get this done.

All questions please email.