

**Knights of Columbus**  
**Fourth Degree**  
**Ohio District One**

**Cleveland Exemplification Spring 2020**

Souvenir Book important instructions and **deadlines**.  
Read carefully THERE ARE NO FORMS TO FILL OUT OR  
PASSWORDS TO OBTAIN!

- 1) The email for this year's book is [Clevebook20@gmail.com](mailto:Clevebook20@gmail.com)
- 2) 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.)
- 3) ALL submissions will be done via email with attachments.
- 4) EACH attachment or submission file **MUST** be named after the sponsor AND the size of the ad ex; "Bobs Garage ½ page" or Key Bank full page COLOR!
- 5) **April 3rd** at midnight is the deadline! Layout and proofreading is on the 4<sup>th</sup>. No exceptions, no extensions.
- 6) Payment in full **MUST** be made by the end of the day on the 10<sup>th</sup> of April! Your bill will be emailed to the Navigator or Book chairman of record.
- 7) Fees are half page \$50, full page \$100, Full color \$150, covers \$250 in color.
- 8) **Rebates! 50% after \$1000!** (not counting color) no exceptions!
- 9) Operate 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.

Anyone in your Assembly may submit files to us, this eliminates the need for you or us to track down the Navigator.