

Arizona DKG Yearbook Submission Information

All chapters are asked to submit their yearbook information outlined below. The yearbook is due by Fall Workshop each year. Please submit the information in PDF format to reduce the size of the document and make it easier to use. Use as few pages as possible and use columns for the members list.

Information may be submitted by a CD, a jump (USB) drive, or by email to the State First Vice President.

Format: Use 12 pt. Arial for your yearbook. Arial is an ink saver when it comes to printing these documents.

Include:

- A. Chapter name and year
- B. Chapter officers
- C. Program dates, time, location, and topics
- D. Members' names, addresses, emails, and phone numbers.
If you normally include more information than requested, like birthdays or husbands' name, do not feel you have to reformat. You may have more information if you wish.

Using a word processing document or Excel is acceptable, as they will all PDF well.

Should you have any questions, please contact someone on the EE Committee for answers.