

Formatting Instructions for All Reports
2016 AZ-CA District Convention
Online File Resource
(Calibri font 12 pt Bold)

These guidelines apply to all reports submitted for electronic distribution of convention materials. To ensure that your report will be included in the convention file resource, please submit it no later than May 13. There will not be a hard copy binder at this convention. The district experienced significant cost savings in 2014 by going paperless. We will continue the paperless format at the 2016 District Convention.

Typically, convention resources include district and synodical reports on areas of ministry, as well as schools and other parasynodical organizations (e.g. District Mission Board, Wisconsin Lutheran Seminary, Northwestern Publishing House, etc.). In many cases, these reports are given verbally on the convention floor during the general session. Electronic access to said reports will allow delegates to follow along with the presenters. The Keynote Address and convention memorials will also be distributed electronically via *Dropbox*.

Please observe the following formatting rules: (Calibri font 10 pt Bold)

Submit your report(s) to the district secretary as an attachment using Microsoft Word. (Calibri font 10 pt)

- **Left and Right Side Margins:** 1.25 inches
- **Top and Bottom Margins:** 1 inch
- **Font Style:** Calibri (if you do not have this font, use Arial)
- **Font Size:** 10 pt. If you have headings, use 12 pt bold for the main heading and 10 pt bold for the sub-headings.
- **Line Spacing:** Single space
- **Length:** Please make your report as short and concise as possible. Try not to end up with a paragraph or a few lines carried over to the next page. For example, if your report is two pages long, but carries over to the top of the third and will not fill out the page, edit your report so that it will fit on two full pages.

If necessary, I may edit your submissions.

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