

Directory

We can add e-mail addresses to the JEC Directory this year although your organization does not have to provide e-mail addresses. You might want to put something in your newsletter or on your website allowing people to opt out of the directory or not have their e-mail published. Here is an example:

If you do not wish to have your name and/or e-mail included in the upcoming JEC Directory, please contact {your database/membership chair} by {date} to have your name and/or e-mail omitted.

Directory schedule:

Member Organizations agree to participate in directory	August 24, 2009
Point of contact names sent to Catchword Graphics, Inc.	August 24, 2009
Sales leads sent to Catchword Graphics, Inc.	September 15, 2009
Submission of Member Lists,	September 15, 2009
Submission of Member Organization Cover Sheets	September 15, 2009
Quality Review of Directory	Prior to print
Bulk Distribution	January, 2010

Data Base Format for Member organizations

Member Organization Rosters must be e-mailed to Catchword2@aol.com using Microsoft Excel Software. Send the file using a .xls suffix. The fields should be set up in the following manner:

Field 1	Last Name	Smith	Upper Case and Lower Case
Field 2	First Name	John	Upper Case and Lower Case
Field 3	Middle Initial	A.	Upper Case and a period (.)
Field 4	Organization	APWA	All Upper Case
Field 5	Company	Black & Veatch	Upper Case and Lower Case
Field 6	Street	123 Main St.	Upper Case and Lower Case
Field 7	City	Kansas City	Upper Case and Lower Case
Field 8	State	MO	Upper Case Only
Field 9	Zip Code	64123	
Field 10	Telephone	816-587-1234	No Parentheses
Field 11	E-mail	John.Smith@BV.com	

If your data base has several phone numbers or addresses, you must choose one for the directory. The publisher has no means of determining which is the correct number or address.

Proofread your list before you send it for publication. Call Chris Clarke at (816) 741-9484 if you have any questions about the project.